Budget

Instructions

2015 – 2017 BIENNIUM

Instructions Included for:

- **Operating Budget Requests**
  - Narratives
  - Base
  - Issues
  - Funds Analysis
- **Budget Modifications**
- **Capital Construction / Building Renewal Requests**
- **NITC Information Technology Information**
- **Agency Administrator / Request Submission**
- **Appendices, including Projected Rates**

June 2014

NEBRASKA
AdministrativeServices
State Budget Division

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GENERAL INSTRUCTIONS

Section 81-1113, Nebraska R.S.Supp., 2012 directs the State Budget Division to prescribe the forms and procedures that all agencies must use in compiling their budget requests and to establish the deadline for submitting budget requests. **Budget requests for the 2015-2017 biennium are due by 5:00 p.m., Monday, September 15, 2014.**

The budget request process is used by the State of Nebraska to assist in the development of the most significant State public policy statement and plan for the use of public human and financial resources-its budget. The State budget embodies the policy and financial priorities for State government.

The Nebraska Budget Request and Reporting System (NBRRS) continues to be the method for agencies to prepare and submit their biennial budget requests. The system is accessible, anywhere and anytime, allowing for maximum ease of access and the most efficient use of human and physical resources to accomplish budget request submission.

These instructions provide guidance to agencies, boards, and commissions relative to preparation of their budget requests and include helpful step-by-step instructions on the use of the system screens. The instructions contain the following sections:
- General Instructions - Summary information including requirements for submission
- Section I – Technical instructions for preparation of the operations and aid budget request
- Section II – General information and technical instructions related to the Budget Modification process
- Section III – Capital Construction and Building Renewal Guidelines and technical instructions
- Section IV – General information and Technical instructions related to the Information Technology screens developed in cooperation with staff of the Nebraska Information Technology Commission
- Section V – Agency Administrator / Request Submission technical instructions
- Appendices – Includes projected rates, NBRRS login and password help, along with information on persons who may be contacted for assistance.

Budget Request Process

The Nebraska Budget Request and Reporting System includes the following components:

- Narratives – Agency, Division (if applicable,) and Program
- Base (i.e. FY 2014-15) – Permanent Salaries and Appropriation
- Issues – Issue Details and Issues Summary
- Budget Modifications – Modification Details and Modifications Summary
- Funds – Funds Analysis
- Capital Construction/Building Renewal – Reaffirmations, Building Renewal Projects, Capital Construction Project, Request Summary, and Building Renewal Copy.
- Information Technology – Agency IT Setup, IT Project Proposals, IT Agency Summary, and NITC Forms.

Certain elements of the Agency, Division, and Program narratives can be copied forward from the final 2013-2015 biennial budget request upon request to the State Budget Division.

Operations and aid request data will be entered at the subprogram level within each *Issue*. Historical data will be pre-loaded into the system for each agency. You may view your request at the

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program, division and/or agency level via reports that are available in the system, but editing is generally done at the subprogram level.

Strategic Plans and Performance Measures

For agency convenience, enhanced NBRRS functionality will allow, at an agency's request, the agency, division (if applicable), and program narratives to be copied forward from the 2013-2015 biennium budget request. While this functionality has been developed to promote efficiency in the preparation and submission of the biennial budget request, it is important that this information be revised to accurately reflect the product of an agency's current strategic planning efforts leading into preparation of your 2015-2017 biennium budget request. Agencies should carefully review and edit this information to ensure that the narrative to be submitted represents the agency's current goals, statutory responsibilities, program objectives and priorities, among other elements. Essential to a results-based budget request is the development and documentation of performance standards for each program, subprogram, and activity to measure and evaluate present as well as projected levels of expenditures. Taxpayers and their elected representatives expect state agencies and other recipients of state funding to respect the critical link that exists between agency strategic, results-based planning and the allocation of finite public resources.

Attachment of Additional Agency Strategic Plan Documents
Please use the attachment function on the Agency Narrative screen to attach any additional strategic plan documents developed by the agency, independent of the strategic results-based elements already included in the Agency, Division, and Program Narrative screens.

Key Performance Indicators-Excel template for submission
To further highlight the importance of the development and documentation of an agency's key performance indicators, the Administrative Services State Budget Division has developed an Excel template to facilitate the entry and submission of performance measures for each budget program. The template is available at http://www.budget.ne.gov/das_budget/bud/NBRRSInstructions.htm in the "Part A – Narratives" section under the link to the Program Narrative Instructions. The "attachment" functionality on the Performance Measures tab of the Program Narrative screen is available for submission of the performance measures Excel template file for each respective budget program.

Narrative Due in Preliminary Form

The Agency, Division (if applicable), and Program level narratives should be completed in a preliminary form in the NBRRS by Friday, August 1st. At that time, the assigned State Budget Division budget analyst will begin reviewing the strategic results-based elements (vision, mission, goals, objectives, performance measures) of these narratives for conformity with the narrative content instructions as provided in the 2015-2017 Biennium Budget Instructions. The information contained in the narrative budget request screens will be finalized and electronically submitted with information contained in other completed budget request screens on or before September 15, 2014.

Issues

The Nebraska Budget Request and Reporting System (NBRRS) places the emphasis on explanation and justification, not accounting codes or job codes. An *Issue* is a change to the base and therefore could be a positive (increase) or negative (decrease). Using the "*Issue Details*" screen, an agency can identify the specific agency goals, objectives, outcomes, cost-drivers, activities or

initiatives for which the agency is requesting a change in appropriated resources. The *Issue* is defined by the agency on one screen with all of the justification necessary to support the request encapsulated within the identified issue. This information becomes a "decision point" for the Governor and Legislature. The issues submitted for consideration can also be much more easily understood by the public than was previously the case when account codes were the primary basis for requested appropriation changes.

   Issues are categorized into Issue Types, including:
- *Agency Issues* (specific to the agency)
- *IT Issues* (an issue created to accompany an IT Project Proposal to be submitted to the NITC)
- *Multi-Agency Issues* (an issue in which two or more agencies collaborate), and
- *Enterprise Issues* (an issue common to most, if not all, agencies).

   Multi-Agency and *Enterprise Issues* are created by the State Budget Division and assigned to agencies. In the case of *Multi-Agency Issues,* they will be created and assigned at the request of the agencies.

   There are no *Enterprise Issues* for the 2015 – 2017 biennial budget submission. No requests should be included in an agency's budget request submission for annual increases or decreases anticipated in FY2015-16 and FY2016-17 for employee salary or health benefit costs. As has been done in recent years, the Governor and Legislature will calculate, once more details are known, the amounts necessary to fund any negotiated increases in employee salaries as well as increases in the employer share of the cost of employee health insurance.

Amended Budget Requests

   Revising a budget request after submission requires a formal request by the agency to the State Budget Division. The System Administrator in the State Budget Division will need to "unlock" the final version of the budget request to allow revisions to be made by an agency. Once the revisions have been made in the NBRRS and the version re-submitted by the agency, the State Budget Administrator must be formally advised (email to Gerry.Oligmueller@nebraska.gov and also to the agency's assigned State Budget Division budget analyst explaining the revisions). The NBRRS System Administrator will "post" the final version to the web.

Supplemental Budget Requests for FY 2014-15

   Deficit budget requests for FY 2014-15 will be submitted using the NBRRS.   The deficit instructions will be posted on the State Budget Division website.

   The deadline for submission of supplemental deficit requests for FY 2014-15 will be Wednesday, October 22, 2014. If the supplemental request results in higher costs for subsequent years, those amounts should also be identified. The 2015-2017 biennium budget request should not assume any change in the current FY 2014-15 base appropriation related to anticipated FY 2014-15 supplemental budget requests. In other words, the FY 2014-15 base appropriation entered in the NBRRS should reflect appropriations as of the completion of the 2014 legislative session.

Definition of Fund Types

   To promote consistency in the use of certain fund types, agencies should note and observe the following definitions:

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a. Cash (20000) funds – account for revenues from sources (other than federal agencies) outside of state government and the expenditures of such revenues.

b. Federal (40000) funds – account for all federal grants and contracts received by the state.

c. Revolving (50000) funds – account for the operation of state agencies which provide goods and services to other departments or agencies within state government.

d. Trust (60000) funds – account for assets held by the state in a trustee capacity. Expenditures are made in accordance with the terms of the trust. Do not use trust funds for earmarked cigarette tax revenue, other earmarked state revenue, or for federal grants, federal contracts, or grants and contracts from political subdivisions. <u>Since Trust funds are not appropriated in a specific amount, their use in the budget system should be limited.</u> Use of Trust Funds in an agency request must be approved by the State Budget Division.

You may contact the State Budget Division budget analyst assigned to your agency or the State Accounting Division, if you have any questions or problems regarding these definitions.

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SECTION I

Operating Budget Request

Part A — Narratives

Agency Narrative Instructions

Purpose
➤ To document agency authority to carry out programs, state agency purpose, identify significant issues, articulate management strategies, and communicate the agency's strategic plan.

Getting Started
In the left-margin menu, under **Narratives**, click "**Agency Narrative**"**.**
- *Budget Cycle* defaults to the current cycle.
- Select *Agency* and *Version* from the options that have been assigned to you (see Time-Saver Tip on the right margin).

1. Select a **narrative tab** and click [Edit] to begin entering information. The Agency Narrative screen contains five tabs. See the Narrative Content section below for instructions on the content of each tab.
   - The narrative tab currently selected appears in the **information bar**.
   - Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited text window. The limited text window is intended to be included in various standardized reports that will be generated from the system, such as the Governor's budget recommendations.
   - The **Statutory Authority**, **Vision**, **Mission and Principles**, and **Goals** tabs contain two edit windows.
   - The **Executive Summary, Mgmt Processes, and Service Delivery Methods** tab contains a single unlimited text window.

- The **Character Count** shows how many characters are in the edit window and will update when [Save] is clicked.
- If the number of characters in the section exceeds the **Maximum Characters** allowed then the information will **NOT** be saved but the **Character Count** value will be updated. Reduce the number of characters to under the maximum, then save.
- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The [icon] (i.e., **Maximize the Editor Size)** button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy & Paste** text into the edit windows using either the Ctrl-C and Ctrl-V functions (i.e., pressing the Control key & the V key at the same time) or the [icons] buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied upon clicking [Save].
- **Attach supporting files** (e.g., organizational chart graphics, picture/sound files, etc.) by clicking the [Browse...] button at lower left to locate the desired file and then clicking the [Attach] button. Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.

> **CAUTION:** You <u>must</u> click [Save] whenever exiting a screen <u>or risk losing unsaved data</u>. Save frequently to avoid data loss.

Time-Saver TIP
Set default options to avoid repetitive selections of *Agency* and *Version*.

Go to *User Options* in the upper right corner of any screen. Once your selections are made, press [Save].

Start-Up TIP
If any of the drop-down menus fails to show expected choices, you may need to have your *Security* settings adjusted.

Contact your agency administrator or the State Budget Division for assistance.

Formatting TIP
Avoid the use of *hard returns* when entering narrative text. Using hard returns prevents normal text "wrap" and hinders publication.

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Agency Narrative Instructions

Agency Narrative Content

The biennial State budget process is intended to support the development of budget requests within a strategic results-based process. The agency's narrative should document its authority to carry out programs, state the agency's purpose, identify significant issues, and articulate management strategies.

- **Statutory Authority** – Provide statutory references that are relevant to your agency.

- **Vision** – A statement of the compelling image of a desired future by the agency.

- **Mission and Principles** – A broad and comprehensive statement of the agency's purpose and its core values.

- **Goals** – Describe the desired results to be accomplished by the agency over the next two bienniums through the efforts and with the resources of all agency programs and services.

- **Executive Summary, Management Processes, and Service Delivery Methods** – Provide a comprehensive review of the budget request.

  - Highlight:
    - any proposed redirection or request for additional public resources
    - designate budget request priorities, and
    - identify significant matters affecting the agency's budget request.

    Agencies are encouraged to cross-reference the highlighted items to specific Issues, expenditure objects, or other data or information included in the budget request submission.

  - Fully describe significant adjustments in federal funding represented in the biennial budget request and the impact on state funding. Include references to the Catalog of Federal Domestic Assistance numbers (CFDA) to provide a consistent reference point for obtaining additional information.

  - Include information on your organizational structure. A detailed organizational chart should be included on this tab using the Attach button.

  - Finally, summarize the agency's management processes and identify its specific service delivery methods.

IMPORTANT NOTE: Please use the file attachment function to attach PDF versions of any additional strategic plans developed by your agency, independent of the strategic results-based statement of vision, mission and principles, goals, division and program objectives, and performance measures included elsewhere in the Nebraska Budget Request and Reporting System screens.

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Division Narrative Instructions

Purpose
➤ To document division-level objectives and articulate the division's request priorities.

Getting Started
In the left-margin menu, under **Narratives**, click "**Division Narrative**".
- *Budget Cycle* defaults to the current cycle.
- Select *Agency, Division,* and *Version* from the options that have been assigned to you (see Time-Saver Tip on the right margin).

1. Select a **narrative tab** and click [Edit] to begin entering information. The Division Narrative screen contains three tabs. See the Narrative Content section below for content instructions.
   - The narrative tab currently selected appears in the **information bar**.
   - Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited text window. The limited window is intended to be included in various standardized reports that will be generated from the system, such as the Governor's budget recommendations.
   - The **Division Description** and **Division Objectives** tabs contain two edit windows. The **Request Priorities** tab offers a single unlimited edit window.

Division Narrative ❓   »Edit
Budget Cycle: **2015-2017**   Agency: **068 - ADMINISTRATIVE SERVICES**   Division: **01 - DAS**   Version: **A1 - AGENCY REQUEST**

[Save] [View Mode] [Reset]

• *Division Description*   Division Objectives   Request Priorities

Division Description

Information for Publication (limited)   Character Count: 0   Minimum Characters: 50   Maximum Characters: 700

[button bar]

Supporting Information (unlimited)   Character Count: 0   Minimum Characters: 0

[button bar]

[Browse...] [Attach]

[Save] [View Mode] [Reset]

- The **Character Count** shows how many characters are in the edit window and will update when [Save] is clicked.
- If the number of characters in the section exceeds the **Maximum Characters** allowed the information will **NOT** be saved but the **Character Count** will be updated. Reduce the number of characters to under the maximum, then save.
- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The 🔲 (i.e., **Maximize the Editor Size)** button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy & Paste** text into the edit windows using either the Ctrl-C and Ctrl-V functions (i.e., pressing the Control key and the V key at the same time) or the 🔳 🔳 🔳 buttons on the left side of the edit window's menu bar. To provide consistent formatting, upon clicking [Save] a standard font style and size will be applied.
- **Attach supporting files** (e.g., organizational chart graphics, picture/sound files, etc.) by clicking the [Browse...] button to locate the desired file and then clicking the [Attach] button. Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.

CAUTION: You <u>must</u> click [Save] whenever exiting a screen <u>or risk losing unsaved data</u>. Save frequently to avoid data loss.

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Division Narrative Instructions

Division Narrative Content

The biennial State budget process is intended to support the development of budget requests within a strategic results-based process. The division's narrative should describe the division, state its objectives, and identify its request priorities.

- **Division Description –** A comprehensive description of the division and its purpose.

- **Division Objectives –** The desired results to be accomplished by the division over the next two bienniums with the efforts and resources of this division and its programs, sub-programs and services. Identify the strategies and actions planned to achieve those objectives.

- **Request Priorities –** Describe the division's priorities relative to the requested funding, including a priority listing of the Issues submitted as part of the budget request.

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Program Narrative Instructions

Purpose

➤ To document the program's objectives and identify the specific agency goal(s) the objectives support. The narrative also includes the performance measures such as: inputs, outputs, efficiency, outcomes and quality. In addition, the program narrative should be used to provide highly detailed information regarding request priorities and significant Issues.

Getting Started

In the left-margin menu, under **Narratives**, click "**Program Narrative**".

- *Budget Cycle* defaults to the current cycle.
- Select *Agency*, *Division* (if applicable), and *Version* from the options that have been assigned to you (see Time-Saver Tip on the right margin).

1. Select a **narrative tab** and click [Edit] to begin entering information. The Program Narrative screen contains four tabs. See the Narrative Content section below for content instructions on each tab.

   - The narrative tab currently selected appears in the **information bar**.
   - Narrative tabs with two edit windows are limited to a minimum and maximum number of characters as defined on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited text window. The limited window is intended to be included in various standardized reports that will be generated from the system, such as the Governor's budget recommendations.
   - The **Program Description**, **Program Objectives**, and **Performance Measures** tabs contain two edit windows. The **Request Priorities and Significant Issues** tab provides a single unlimited edit window.

Program Narrative ❓   »Edit

Budget Cycle: 2015-2017   Agency: 065 - ADMINISTRATIVE SERVICES   Division: 04 - SBD   Version: A1 - AGENCY REQUEST

Program: 560 - STATE BUILDING DIVISION

[Save] [View Mode] [Reset]

• *Program Description*   Program Objectives   Performance Measures   Request Priorities and Significant Issues

Program Description

Information for Publication (limited)   Character Count: 0   Minimum Characters: 50   Maximum Characters: 700

Supporting Information (unlimited)   Character Count: 0   Minimum Characters: 0

[Browse...] [Attach]

[Save] [View Mode] [Reset]

- The **Character Count** shows how many characters are in the edit window and will update when [Save] is clicked.
- If the number of characters in the section exceeds the **Maximum Characters** allowed the information will **NOT** be saved but the **Character Count** will be updated. Reduce the number of characters to under the maximum, then save.
- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The 🖳 (i.e., **Maximize the Editor Size)** button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy and Paste** text into the edit windows using either the Ctrl-C and Ctrl-V functions (i.e., pressing the Control key and the V key at the same time) or the 📋📋📋 buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied upon clicking [Save].
- **Attach supporting files** (e.g., organizational chart graphics, picture/sound files, etc.) by clicking the [Browse...] button to locate the desired file and then clicking the [Attach] button. Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.

CAUTION: You must click [Save] whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

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Program Narrative Instructions

Program Narrative Content

The biennial State budget process is intended to support the development of budget requests within a strategic results-based process. The agency's program narrative should describe the program, state program objectives, provide performance measures, present request priorities and identify significant issues.

- **Program Description –** A comprehensive description of the program and its purpose.

- **Program Objectives -** The desired results to be accomplished by the program over the next two bienniums with the efforts and resources of this program, subprograms and services. Identify the strategies and actions planned to achieve those objectives.

- **Performance Measures -** The measures used by the agency to determine the cost, efficiency, effectiveness, and results of this program over the next four fiscal years. These measures should include at least one each of the following:

  a) *Inputs*-resources used to provide goods or services;
  b) *Outputs*-amount of goods or services provided;
  c) *Efficiency*-cost of labor or materials per unit of goods or services provided;
  d) *Outcomes/Results*-extent to which program objectives were achieved; and
  e) *Quality*-extent to which customer requirements or satisfaction have been achieved.

  IMPORTANT NOTE: To further highlight the importance of the development and documentation of an agency's key performance indicators, the Administrative Services State Budget Division has developed an Excel template to facilitate the entry and submission of performance measures for each budget program. The template is available at http://www.budget.ne.gov/das_budget/bud/NBRRSInstructions.htm in the "Part A – Narratives" section under the link to the Program Narrative Instructions. The "attachment" functionality on the Performance Measures tab of the Program Narrative screen is available for submission of the performance measures Excel template file for each respective budget program. A file naming convention that includes the program number, such as "Prog509 performance measures", is requested as it will aid in file organization.

  Elements/columns of the template are as follows:
  - **Sequence** – a column available for a user determined sort order (optional)
  - **Ag#** - the agency number as assigned by the budget appropriations bills (required)
  - **Prog#** - the budget program number as assigned by the budget appropriations bills (required)
  - **Subprog#** - the subprogram number as determined by the agency for financial monitoring purposes (optional)
  - **Performance Indicator Description** – a easily understood general description of the performance measure; ideally a description that will allow a layperson to understand the activity (required)
  - **Category** – use items a) through e) above under performance measures (required)
  - **Type** – indicate the format of the quantitative measures; i.e. numeric, percent, other (required)
  - **Historical Measures** – indicate the actual quantitative value that resulted from the agency's activities for each year (required, to the extent available)
  - **Current Year** – indicate the projected quantitative value that will be the result of the agency's activities (required)
  - **Future Measures** – indicate the projected quantitative value that will be the result of the agency's activities based on the requested level of funding (required)
  - **Request Issue(s)** – a cross reference to any budget request Issues that will have a direct impact on the performance measure (required, if applicable)
  - **Budget Mod(s)** – a cross reference to any budget modifications that will have a direct impact on the performance measure (required, if applicable)
  - **Positive Measure Impact** – short narrative on the positive consequences if performance objective is achieved (required)
  - **Negative Measure Impact** – short narrative on the negative consequences if performance objective is not achieved (required)

- **Request Priorities and Significant Issues -** In addition to describing request priorities and budget request Issues that require additional program funding, any proposed redirection of existing resources should also be described. Also, identify significant internal or external forces that will affect program performance.

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Administrative Services State Budget Division

NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM

SECTION I

Operating Budget Request

Part B — Base

Permanent Salaries Base Instructions

Purpose

➤ To provide a detailed breakdown, by Job Code, of the Permanent Salaries (Object Code 511100) base, as authorized by a budget bill and/or an A-Bill. It also shows FTE, or Full-Time Equivalent, employees by Job Code.

Getting Started

In the left-margin menu, under **Base**, click "**Permanent Salaries.**"

- *Budget Cycle* defaults to the current cycle.
- Select *Agency*, *Division* (if applicable), *Version*, *Program*, and *Subprogram* from the options that have been assigned to you (see Time-Saver Tip #1 on the right margin).
- If the shortened *Job Titles* are difficult to read, point your mouse over them for a complete job title (also see the Screen Tip on the right margin).
- FTE and salary history is pre-loaded into the system. Unchecking the FY12, FY13 or FY14 History boxes and clicking Change removes those columns from the display.

1. Click Edit to begin entering amounts for the selected subprogram.

Permanent Salaries Base ❓   »View Only

| Budget Cycle: | 2015-2017 | Agency: | 065 - ADMINISTRATIVE SERVICES | | Division: | 03 - BUD | Version: | A1 - AGENCY REQUEST |
| Program: | 509 - BUDGET DIVISION | | | Subprogram: | 001 - OPERATIONS | | | |

Edit

Display History: ☑ FY12 History   ☑ FY13 History   ☑ FY14 History   Change

Job Code↑	Job Title	FY12 FTE	FY12 Actual	FY13 FTE	FY13 Actual	FY14 FTE	FY14 Actual	FY15 Cur FTE	FY15 Cur Appr	Est Salary
G19524	BUDGET MGMT	1.00	90,149	1.00	93,665	0.00				
K19512	BUDGET MANA	4.00	213,320	4.00	222,891	0.00				
N00250	DAS DIVISIO	1.00	132,373	1.00	137,596	0.00				
V09211	BUSINESS MA	1.00	48,125	1.00	49,537	0.00				
V19513	BUDGET MANA	3.00	220,058	2.40	186,180	0.00				
Totals		10.00	$704,024	9.40	$689,869	0	$0	0	$0	$0

Edit

2. Enter **Current FTE**, **Current Appropriation** and **June 30 Estimated Salary** for FY 2014-15, or "FY15" for each Job Code. Negative numbers are not permitted.

- Each *Job Code* with current FTE must also provide current Appropriation and vice versa.
- *FY15 Cur FTE* represents Full-Time Equivalent employees based on a 2,080-hour year (e.g., 4 part-time employees working 10 hours/week equals 1.00 FTE) rounded to two decimal places.
- *FY15 Cur Appr* is the allocation of Personal Service Limitation, or PSL, to the subprogram for permanent salaries and wages as authorized by a budget bill and/or an A-Bill. Administratively authorized PSL for federal grants approved by the State Budget Division should not be included.
- *Est Salary* represents the June 30, 2015 "annualized salary" (i.e., June 30 salary amount applied to a full year) reflecting any mid-year salary increases.
  - Reclassifications or position changes which are anticipated to occur beyond the base year, FY15, should be requested as an **Agency Issue** on the **Issue Details** screen.

Permanent Salaries Base ❓   »Edit

| Budget Cycle: 2015-2017 | Agency: 065 - ADMINISTRATIVE SERVICES | Division: 03 - BUD | Version: A1 - AGENCY REQUEST |
| Program: 509 - BUDGET DIVISION | | Subprogram: 001 - OPERATIONS | |

Save   View Mode   Reset   Refresh

Display History: ☑ FY12 History   ☑ FY13 History   ☑ FY14 History   Change

Job Code: Add   Search Job Codes   Copy Cur Appr to Est Sal

Job Code↑	Job Title	FY12 FTE	FY12 Actual	FY13 FTE	FY13 Actual	FY14 FTE	FY14 Actual	FY15 Cur FTE	FY15 Cur Appr	Est Salary	Delete
G19524	BUDGET MGMT	1.00	90,149	1.00	93,665	0.00					
K19512	BUDGET MANA	4.00	213,320	4.00	222,891	0.00					
N00250	DAS DIVISIO	1.00	132,373	1.00	137,596	0.00					
V09211	BUSINESS MA	1.00	48,125	1.00	49,537	0.00					
V19513	BUDGET MANA	3.00	220,058	2.40	186,180	0.00					
Totals		10.00	$704,024	9.40	$689,869	0	$0	0	$0	$0	

Save   View Mode   Reset   Refresh

> **CAUTION:** You must click Save whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

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Permanent Salaries Base Instructions

3. To add Job Codes, either enter a known *Job Code* and click the [Add] button; or click the [Search Job Codes] button to search by Job Code or Job Title.

   Job Code: [   ] [Add] [Search Job Codes]

   - On the search screen, the *Job Code* field will search for codes that <u>begin</u> with what is entered while the *Job Title* field will search for the characters contained in the *Job Title*.
   - Click on [Search].

Search for JobCodes (Agency: 065 - ADMINISTRATIVE SERVICES)

Job Code: S   Job Title: [   ]   [Search] [Reset]

[Submit] [Back]

Show: 30 per page ▼

|◀ ◀◀ ◀ 1 2 3 ▶ ▶▶ ▶|

89 Job Codes found, displaying 1 to 30. Page 1 / 3

Select	Job Code↑	Job Title	Grade
☐	S01112	OFFICE CLERK II	
☐	S01113	OFFICE CLERK III	
☐	S01120	OFFICE SUPERVISOR	
☑	S01210	TYPIST	
☐	S01311	WORD PROCESSING SPECIALIST I	
☐	S01312	WORD PROCESSING SPECIALIST II	
☐	S01313	WORD PROCESSING SPECIALIST III	

   - You may select multiple Job Codes from the search results.
   - Sort by *Job Code* or *Job Title* by simply clicking either column header.
   - Click [Submit] to return to the previous screen with the selected Job Code(s).
   - Click [Reset] to clear the criteria entered.
   - Click [Back] to return to the previous screen without returning a Job Code.
   - Job Codes added unnecessarily can be deleted by clicking the 🗑 button.

Permanent Salaries Base ❓

Budget Cycle: 2015-2017   Agency: 065 - ADMINISTRATIVE SERVICES   Division: 03 - BUD   Version: A1 - AGENCY REQUEST
Program: 509 - BUDGET DIVISION   Subprogram: 001 - OPERATIONS

[Save] [View Mode] [Reset] [Refresh]

Display History: ☑ FY12 History   ☑ FY13 History   ☑ FY14 History   [Change]

Job Code: [   ] [Add] [Search Job Codes]   [Copy Cur Appr to Est Sal]

Job Code↑	Job Title	FY12 FTE	FY12 Actual	FY13 FTE	FY13 Actual	FY14 FTE	FY14 Actual	FY15 Cur FTE	FY15 Cur Appr	Est Salary	Delete
G09100	ACCOUNTABIL										🗑
G19524	BUDGET MGMT	1.00	90,149	1.00	93,665	0.00					
K19512	BUDGET MANA	4.00	213,320	4.00	222,891	0.00					
N00250	DAS DIVISIO	1.00	132,373	1.00	137,596	0.00					
V09211	BUSINESS MA	1.00	48,125	1.00	49,537	0.00					
V19513	BUDGET MANA	3.00	220,058	2.40	186,180	0.00					
Totals		10.00	$704,024	9.40	$689,869	0		0	$0	$0	$0

[Save] [View Mode] [Reset] [Refresh]

> **Time-Saver TIP #2**
> To copy data from the *FY15 Cur Appr* column to the *Est Salary* column, use the [Copy Cur Appr to Est Sal] button.
>
> **NOTE:** The *Est Salary* column should <u>include</u> the annualized impact of any mid-year salary increases and thus may differ from the *FY15 Cur Appr* column.

4. Click [Save] to commit the data entered to the database. The *FY15 Cur Appr* salary total will be automatically inserted into the 511100 Object on the **Base Appropriation** screen.

5. Click [View Mode] to exit Edit Mode. From this point you can select another Program or Subprogram.

> **CAUTION:** You <u>must</u> click [Save] whenever exiting a screen <u>or risk losing unsaved data</u>. Save frequently to avoid data loss.

V4.0

Base Appropriation Instructions

Purpose
➤ To provide a detailed breakdown, by Object Code, of the base appropriation and personal services limitation (PSL), as authorized by a budget bill and/or an A-Bill. The Base Appropriation screen also provides for the identification of the base appropriation by fund type for each of Operations and Government Aid.

Getting Started
In the left-margin menu, under **Base**, click **Appropriation**.
- *Budget Cycle* defaults to the current cycle.
- Select *Agency*, *Division* (if applicable), *Version*, *Program* and *Subprogram* from the options that have been assigned to you (see Time-Saver Tip on the right margin).
- Select a *Major Account*.
- Expenditure history at the selected *Major Account* level is displayed. Unchecking the *FY12*, *FY13* or *FY14* History boxes and clicking [Change] removes those columns from the display (also see Screen Tip on the right margin). **NOTE:** FY14 Actual will not be available until early July 2014.

1. Click [Edit] to begin entering amounts for the selected subprogram.

2. Enter **FY14 Re-appropriation** and **FY15 Current Appropriation** for each Object Code. Note that negative numbers are not permitted.
- *FY14 Reappr* should equal the allocation to this subprogram of the program's unexpended balance of FY 2013-14 appropriation (i.e. reappropriations and encumbrances).
- *FY15 Cur Appr* is the new appropriation authority allocated to the subprogram as authorized by a budget bill and/or an A-Bill. Re-appropriations and encumbrances should be included in the FY14 Reappr column. Federal or cash fund appropriation authority administratively provided for FY15 by the State Budget Division should not be included. The sum of allocations to subprograms must equal legislative appropriations to the program for each fund type.

- **Base Year and Reappropriation** and **Funding** sections will collapse or expand by clicking the blue triangle icon.
- **NOTE:** The Object Code 511100-Permanent Salaries-Wages for FY15 Cur Appr is shaded, indicating it cannot be edited and is linked to the **Permanent Salaries Base** screen.
- At an agency's request, the State Budget Division will extract the FY 2014-15 Budget Status Report "Budgeted Amount" (subprogram level data from the BUAPPROP, BUREAPPR, and BUENC sub-ledgers) from the EnterpriseOne accounting system for import.
  - See the State Budget Division's memo regarding the FY 2014-15 Budget Status Report for more information.

V4.0

Base Appropriation Instructions

3. To add Object Codes, either enter a known **Object Code** and click the Add button; or click the Search Object Codes button to search by Object Code or Object Description.
   - On the search screen, the *Object Code* field will search for codes that begin with what is entered while the *Object Description* field will search for the characters contained in the description. Click on **Search**.
     - The Major Account selection limits the search results to that group of object codes.

   - You may select multiple Object Codes from the search results. Click **Submit** to return to the previous screen with the selected Object Code(s).
   - Click **Reset** to clear the criteria entered.
   - Click **Back** to return to the previous screen without returning an Object Code.
   - Object Codes added unnecessarily can be deleted by clicking the 🗑 button.
   - Object codes that have historical data cannot be deleted.

4. Enter **Funding** amounts for both the **FY14 Reappr** and **FY15 Cur Appr** columns as needed.
   - Funding amounts must be entered separately for Operations and Government Aid.
     - The total of the funding amounts entered must balance with the total of the amounts entered by Object Code.
     - The system requires that Operations and Government Aid object totals balance to Operations and Government Aid Funding before the budget request can be submitted.
   - The Major Account filter controls what group of object codes can be edited.
     - *Operations Funding* can only be edited if **All Expenditures** or **Operations** are selected.
     - *Government Aid Funding* can only be edited if **All Expenditures** or **Government Aid** are selected.
   - There are five Fund Types: General Fund, Cash Fund, Federal Fund, Revolving Fund, and Other Fund (if Other Fund is used, the Program Narrative should explain the funding source).

CAUTION: You <u>must</u> click Save whenever exiting a screen <u>or risk losing unsaved data</u>. Save frequently to avoid data loss.

V4.0

Base Appropriation Instructions

➤ Funding may be entered by two methods, *Whole Dollar* or *Percentage*.

- To change methods, check the box to enter data in percentages then click [Change].
- Un-checking the box and clicking [Change] returns the system to the *Whole Dollar* entry method.

   i. *Whole Dollar* method
- Enter amounts, by fund type, for each year.
- Be sure to determine the amounts to be entered for Operations and Government Aid.
- System will calculate totals and variance when [Refresh] or [Save] are clicked.
- **NOTE:** System will only save dollar amounts, not percentages.

   ii. *Percentage* Method
- Enter percentage amount, by fund type, for FY14 re-appropriation and FY15 current appropriation.
- If you enter amounts exceeding 100%, you will need to resolve the variance.
- The system will calculate, based upon the respective object codes, the dollar amounts for both the Operations and Government Aid Funding sections.
- Upon [Refresh] or [Save], the system will calculate a dollar amount based upon the percentage. You may need to correct the effect of rounding using the *Whole Dollar* method.
- **NOTE:** System will only save the dollar amounts, not percentages.

▽ Funding — Enter Data In Percentages ☐ [Change]

Operations Funding

	FY12 Actual	FY13 Actual	FY14 Actual	FY14 % Reappr		FY15 % Cur. Appr	
General Fund							
Cash Fund							
Federal Fund							
Revolving Fund	588,876	580,282					
Other Fund							
Total	$588,876	$580,282	$0	0.00	$0	0.00	$0

Government Aid Funding

	FY12 Actual	FY13 Actual	FY14 Actual	FY14 % Reappr		FY15 % Cur. Appr	
General Fund							
Cash Fund							
Federal Fund							
Revolving Fund							
Other Fund							
Total	$0	$0	$0	0.00	$0	0.00	$0

Total Funding

	FY12 Actual	FY13 Actual	FY14 Actual	FY14 % Reappr		FY15 % Cur. Appr	
General Fund				0.00	0	0.00	0
Cash Fund				0.00	0	0.00	0
Federal Fund				0.00	0	0.00	0
Revolving Fund	588,876	580,282		0.00	0	0.00	0
Other Fund				0.00	0	0.00	0
Total	$588,876	$580,282	$0	0.00	$0	0.00	$0
PSL	$320,557	$333,314	$0		$0		$0

Variance (This section will be updated on Save)

	FY12 Actual	FY13 Actual	FY14 Actual	FY14 Reappr	FY15 Cur. Appr
Total Request	$588,876	$580,282	$0	$0	$0
Total Funding	$588,876	$580,282	$0	$0	$0
Variance	$0	$0	$0	$0	$0

[Save] [View Mode] [Reset] [Refresh]

5. Click [Save] to commit the data entered to the database and check for Variances.
- **Variances** do not need to be resolved in order to save. However all **Variances** must be resolved before your budget request can be submitted.

Variance (This section will be updated on Save)

	FY12 Actual	FY13 Actual	FY14 Actual	FY14 Reappr	FY15 Cur. Appr
Total Request	$588,876	$580,282	$0	$0	$152,464
Total Funding	$588,876	$580,282	$0	$0	$15,000
Variance	$0	$0	$0	$0	$137,464

- The system will calculate the variance for total **FY14 Re-appropriations** and **FY15 Current Appropriations**. Any variance will be highlighted with *red shading*.
- Use of the Percentage funding method may produce a variance due to rounding. To correct, use the *Whole Dollar* method.

6. Click [View Mode] to exit Edit Mode. While in View Mode you may switch to a different Program and Subprogram and continue entering your Base Appropriation or change to a different screen from the left-margin menu.

V4.0

SECTION I

Operating Budget Request

Part C — Issues

Issue Details Instructions

Purpose

➤ To provide a distinct "decision point" developed by the agency for its budget request within which the agency requests a change in appropriation and/or personal service limitation for consideration by the Governor and Legislature (the change is relative to the base appropriation and personal service limit level). Issues are categorized into Issue Types. They include <u>Agency Issues</u> (specific to the agency), <u>IT Issues</u> (an issue created by an IT Project Proposal being submitted to the NITC), <u>Multi-Agency Issues</u> (an issue in which two or more agencies collaborate), and <u>Enterprise Issues</u> (an issue common to most, if not all, agencies). <u>Multi-Agency</u> and <u>Enterprise</u> issues are created by the State Budget Division and assigned to agencies (see the Content Instructions below for more information regarding Enterprise Issues for the 2015 - 2017 biennial budget request). Multi-Agency Issues are created and assigned at the request of an agency or agencies. There are no Enterprise Issues for the 2015 - 2017 biennial budget submission. No requests should be included in an agency's budget request submission for annual increases or decreases in employee salary or health benefit costs.

Getting Started

In the left-margin menu, under **Issues**, click "**Issue Details**".

- *Budget Cycle* defaults to the current cycle.
- Select *Agency* and *Version* from the options that have been assigned to you (see Time-Saver Tip #1 on the right margin).

Create a New Agency Issue

1. Select **Agency Issue** from the *Issue Type* drop-down menu and then select "**=== New ===**" from *Issue*.
   - The system will enter NEW mode. While in NEW mode, the **Issue Name** must be entered and saved before you can continue.

Issue Details ❓   »View Only

Budget Cycle:	2015-2017 ▼	Agency:	065 - ADMINISTRATIVE SERVICES ▼	Version: A1 - AGENCY REQUEST ▼
Issue Type :	Agency Issue ▼		Issue :	=== NEW === ▼

2. Enter **Issue Name** and **Description** for the Issue and click [Save].
   - The name of the Issue will now appear beside **Issue**.
   - The **Description** is not required and should only be about a sentence long. Use the **General Description** tab to provide a more detailed explanation of the **Issue**.

▽**Issue Narrative**

Issue Name :	New Issue
Description :	Enter a short description of the Issue.

3. Continuing on the Issue's **Narrative** tab, begin to enter narrative information. The Issue Details narrative contains five tabs. See the <u>Narrative Content</u> section below for content guidelines on each tab.
   - The narrative tab currently selected appears in the **information bar**.
   - Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited edit window. The limited edit window is intended to be included in various standardized reports that will be generated from the system, such as the Governor's budget recommendations.
   - All narrative tabs will display **Character Count** to assist with the satisfaction of the minimum and maximum character requirements for each edit window. This value is updated when [Refresh] or [Save] are clicked.
   - The **General Description** and **Research, Analysis, and Justification** tabs contain two edit windows. The **Impact**, **Performance Indicators**, and **Implementation Plan** tabs offer just one, unlimited edit window.

• *General Description*	Research, Analysis and Justification	Impact	Performance Indicators	Implementation Plan

General Description

Information for Publication (limited)	Character Count: 0	Minimum Characters: 50	Maximum Characters: 700

Supporting Information (unlimited)	Character Count: 0	Minimum Characters: 0

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Issue Details Instructions

- If the number of characters in the section exceeds the **Maximum Characters** allowed the information will **NOT** be saved but the **Character Count** will be updated. Reduce the number of characters to under the maximum, then save.
- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The ▭ (i.e., **Maximize the Editor Size)** button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy & Paste** text into the edit windows using either Ctrl-C and Ctrl-V features, or by using the 🗐 🗐 🗐 buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied upon clicking ▭Save▭.
- **Attach supporting files** (e.g., organizational chart graphics, picture files, etc.) by clicking the ▭Browse...▭ button to locate the desired file and then clicking the ▭Attach▭ button. Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.

4. Click ▭Save▭ to commit the narrative entered to the database.

5. Select the Issue's **Request** tab to provide detailed financial information for the Issue by Job Code, Object Code and Fund Type at the subprogram level. The contents of this screen tab are blank at the creation of a new Issue.

6. Begin adding **Issue Detail** (Program / Subprogram combinations) to the Issue:
   - Click ▭Add Program-SubProgram▭ to add financial data for each respective Program / Subprogram combination affected by the Issue.
   - You may add as many Program / Subprogram combinations as are needed and relevant to the Issue.
   - Click on the blue Program link in the **Issue Request Summary** section to load a specific previously entered Program / Subprogram combination.

7. Select a *Program* and *Subprogram* from the drop-downs to add job code, object code, and funding detail for that subprogram.
   - Be sure to click ▭Save▭ before attempting to change or add a Program / Subprogram combination.

Issue Details Instructions

8. To add Job Codes, either enter a known Job Code and click the [Add] button; or click the [Search Job Codes] button to search by Job Code or Job Title.
    - On the search screen, the *Job Code* field will search for codes that begin with what is entered while the *Job Title* field will search for the characters contained in the Title. Click on **Search**.

Search for JobCodes (Agency: 065 - ADMINISTRATIVE SERVICES)

Job Code: S   Job Title: [   ]   [Search]
[Submit] [Back]
Show: [30 per page ▼]
|◀ ◀◀ ◀ ▶ ▶▶ ▶|
0 Job Codes found, displaying 0 to 0. Page 0 / 0

Select	Job Code↑	Job Title
☐	S01112	OFFICE CLERK II
☐	S01113	OFFICE CLERK III
☑	S01120	OFFICE SUPERVISOR

  - You may select multiple Job Codes from the search results. Click **Submit** to return to the previous screen with the selected Job Code(s).
  - Click **Reset** to clear the criteria entered.
  - Click **Back** to return to the previous screen without returning a Job Code.
  - Job Codes added unnecessarily can be deleted by clicking the 🗑 button.

[Narrative] [• Request] [Summary]
▷ **Issue Request Summary**
▼ **Issue Request Data**
Program: [049 - DEPARTMENTAL ADMINISTRATION ▼]   Subprogram: [000 - OPERATIONS ▼]
Copy Job Codes and Object Codes:
Issue Program/Subprogram: [--Select ▼] [Copy »]
▼ **Permanent Salaries**   [Copy FY16 to FY17]
Job Code: [   ] [Add]   [Search Job Codes]   [Insert Historical Job Codes]

Job Code↑	Job Title	FY16 FTE	FY16 Sal	FY17 FTE	FY17 Sal	Delete
N31100	STAFF ATTORNEY	0.50	50,000	0.50	50,000	🗑
X29222	REVENUE AGENT					🗑
Totals		0.50	$50,000	0.50	$50,000	

9. Enter FTE and Salary request amounts for the Job Code(s) added for the currently selected subprogram. Amounts entered are relative to the base year (i.e. the requested change from the Base Appropriation).
    - Note that negative numbers may be entered.
    - If an FTE amount is entered, then a Salary amount is required.
    - Note that common salary-related Object Codes are added automatically if a Job Code is added.
    - Click [Copy FY16 to FY17] to copy numbers entered in the 1st year of the request to the 2nd year. This will overwrite whatever is currently entered in the 2nd year.

> **Time-Saver TIP #2**
> To copy data from the *FY16* column to the *FY17* column, use the [Copy FY16 to FY17] button.
>
> **Caution:** This will overwrite any amounts already entered in *FY17*.

10. Click [Save] to commit the data entered to the database. The FY16 and FY17 salary totals will be automatically inserted into the 511100 Object Code.

11. To add Object Codes, either enter a known **Object Code** and click the [Add] button; or click the [Search Object Codes] button to search by Job Code or Job Title.
    - On the search screen, the *Object Code* field will search for codes that begin with what is entered while the *Object Description* field will search for the characters contained in the description. Click on **Search**.
    - Use the Major Account drop-down to limit the search results.

Search for Object Codes (Agency: 065 - ADMINISTRATIVE SERVICES Program: 509 - BUDGET DIVISION)

Object Code : [521]   Object Description: [   ]   Major Account: [--ALL-- ▼]   [Search] [Reset]
[Submit] [Back]

Select	Object Code^	Object Description
☐	521100	POSTAGE EXPENSE
☐	521200	COM EXPENSE - VOICE/DATA
☐	521290	COM EXPENSE - VOICE/DATA
☐	521291	COM EXPENSE - VOICE/DATA
☐	521300	FREIGHT EXPENSE
☐	521400	DATA PROCESSING EXPENSE

Issue Details Instructions

- You may select multiple Object Codes from the search results. Click **Submit** to return to the previous screen with the selected Object Code(s).
- Click **Reset** to clear the criteria entered.
- Click **Back** to return to the previous screen without returning an Object Code.

▼ Object Codes				
Object Code: [ ] Add	Search Object Codes	Insert Historical Object Codes		
Object Code↑	**Description**	**FY16 Request**	**FY17 Request**	**Delete**
511100	PERMANENT SALARIES-WAGES	50,000	50,000	
515100	RETIREMENT PLANS EXPENSE	2,500	2,500	🗑
515200	FICA EXPENSE	2,700	2,700	🗑
515400	LIFE & ACCIDENT INS EXP			🗑
515500	HEALTH INSURANCE EXPENSE	14,000	14,000	🗑
516300	EMPLOYEE ASSISTANCE PRO			🗑
Totals		$69,200	$69,200	

- Object Codes added unnecessarily should be deleted by clicking the 🗑 button.

12. Enter request amounts in the Object Code(s) added for the currently selected subprogram. Amounts entered are relative to the base year (i.e. the requested change from the Base Appropriation).
    - Note that negative numbers may be entered.
    - Note that you may not delete the Object Code 511100. This Object Code will appear as long as Job Code(s) are shown under the Permanent Salaries section.
    - Click [Copy FY16 to FY17] to copy numbers entered in the 1st year of the request to the 2nd year. This will overwrite whatever is currently entered in the 2nd year.

13. Click [Save] to commit the data entered to the database.

> **Time-Saver TIP #3**
> To insert job codes and/or object codes used historically in the selected Program-Subprogram combination, use the
> [Insert Historical Job Codes]
> and
> [Insert Historical Object Codes]
> buttons.

CAUTION: You <u>must</u> click [Save] whenever exiting a screen <u>or risk losing unsaved data</u>. Save frequently to avoid data

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Issue Details Instructions

14. Enter **Funding** amounts for both the **FY16 Funding** and **FY17 Funding** columns.
    - Funding amounts must be entered separately for Operations and Government Aid.
        - The total of the funding amounts entered must balance with the total of the amounts entered by Object Code.
        - The system requires that Operations and Government Aid object totals balance to Operations and Government Aid Funding before the budget request can be submitted.
    - There are five Fund Types: General Fund, Cash Fund, Federal Fund, Revolving Fund, and Other Fund (if Other Fund is used, the Issue Details narrative should explain the funding source).

▼Funding				Enter Data In Percentages ☐	Change

Operations Funding

Fund Type	Total		FY16 %	FY16 Funding	FY17 %	FY17 Funding
General Fund	$0					
Cash Fund	$0					
Federal Fund	$138,400		100.00	69,200	100.00	69,200
Revolving Fund	$0					
Other Fund	$0					
Total Operations Funding	$138,400		100.00	$69,200	100.00	$69,200

Government Aid Funding

Fund Type	Total		FY16 %	FY16 Funding	FY17 %	FY17 Funding
General Fund	$0					
Cash Fund	$0					
Federal Fund	$0					
Revolving Fund	$0					
Other Fund	$0					
Total Aid Funding	$0		0.00	$0	0.00	$0

Total Funding

Fund Type	Total		FY16 %	FY16 Funding	FY17 %	FY17 Funding
General Fund	$0		0	0	0	0
Cash Fund	$0		0	0	0	0
Federal Fund	$138,400		100.00	69,200	100.00	69,200
Revolving Fund	$0		0	0	0	0
Other Fund	$0		0	0	0	0
Total	$138,400		100.00	$69,200	100.00	$69,200
PSL Request	$100,000			$50,000		$50,000

Variance

	Total	FY16	FY17
Total Request	$138,400	69,200	69,200
Total Funding	$138,400	69,200	69,200
Variance	$0	0	0

➢ Funding may be entered by two methods, *Whole Dollar* or *Percentage*.
  - To change methods, check the box to enter data in percentages then click [Change].
  - Un-checking the box and clicking [Change] returns the system to the *Whole Dollar* entry method.

  i. *Whole Dollar* method
     - Enter amounts, by fund type, for each year.
     - Be sure to determine the amounts to be entered for Operations and Government Aid.
     - System will calculate totals and variance when [Refresh] or [Save] are clicked.
     - **NOTE:** System will only save dollar amounts, not percentages.
  ii. *Percentage* Method
     - Enter percentage amount, by fund type, for **FY16 Funding** and **FY17 Funding**.
     - If you enter amounts exceeding 100%, you will need to resolve the variance.
     - The system will calculate, based upon the respective object codes, the dollar amounts for both the Operations and Government Aid Funding sections.
     - Upon [Refresh] or [Save], the system will calculate a dollar amount based upon the percentage. You may need to correct the effect of rounding using the *Whole Dollar* method
     - **NOTE:** System will only save dollar amounts, not percentages.

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Issue Details Instructions

15. Click **Save** to commit the data entered to the database and check for Variances.
    - Variances do not need to be resolved in order to save. However all Variances must be resolved before your budget request can be submitted.

Variance			FY16	FY17
	Total			
Total Request	$138,400		69,200	69,200
Total Funding	$133,400		69,200	64,200
Variance	$5,000		0	5,000

- The system will calculate the variance for total **FY16** and **FY17**. Any variance will be highlighted with red shading.
- Use of the Percentage funding method may produce a variance due to rounding. To correct, use the *Whole Dollar* method.

16. Click **View Mode** to exit Edit Mode. While in View Mode you may switch to a different Issue to continue entering your budget request or change to a different screen from the left-margin menu.

NOTE: The Issue's **Summary** tab displays the Funding data in summary fashion, by year. No data entry is required on this screen tab.

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Issue Details Instructions

Edit an Existing Issue

1. Select the desired **Issue Type** (this filters the Issue drop-down) and then select the **Issue** you wish to edit from the Issue drop-down menu.

- The currently selected Issue may be deleted by clicking the [Delete] button while the screen is in View Mode (also see the Issues Summary screen).

2. Click [Edit] to begin editing the Issue.
   - Select the *Narrative*, *Request* or *Summary* tab as needed.

- To load the request financial data for a specific Program / Subprogram combination which was previously entered, click the "program link" under the Program column in the **Issue Request Summary** section of the Issue's **Request** tab.
- You may delete a Program / Subprogram combination from the Issue in the **Issue Request Summary** section by clicking the 🗑 button while in Edit Mode.
  - This will only delete the selected Program / Subprogram, not the entire Issue.
- Follow Steps 3-16 under Create a New Issue above to continue editing the existing issue.

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Issue Details Instructions

Issues – Narrative Content

The biennial state budget process is intended to support the development of budget requests within a strategic results-oriented process. An Issue narrative should document the general purpose of the Issue, any research and analysis to support the Issue, any impact (positive and negative) the Issue may have, how success will be measured by the agency with regards to the Issue and how the Issue request would be implemented.

General Description – A brief description of the Issue including the relationship of the Issue to accomplishment of agency goals and program objectives.

Research, Analysis and Justification – Provide the results of your research, analysis, or other study that serves as the justification for the Issue.

Impact – The agency should identify the quantitative and qualitative impacts of the Issue, including:
    a. What services would be continued, adjusted or expanded?
    b. What client groups would be impacted?
    c. What effects would be felt by the general public, etc?
    d. What would happen if funding is not provided for the Issue?

Performance Indicators – State the performance measures (inputs, outputs, efficiency, outcomes, quality) and provide an objective measure that will be used to determine the extent to which the Issue has produced intended results.

Implementation Plan – Outline the actions and time lines that will be followed to implement the Issue.

Issues – Enterprise Issues

There are no Enterprise Issues for the 2015 - 2017 biennial budget submission. No requests should be included in an agency's budget request submission for annual increases or decreases in employee salary or health benefit costs.

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Issue Summary Instructions

Purpose
➤ To provide the user with a listing of all the **Issues** for the agency in a summarized manner and by the type of the Issue.
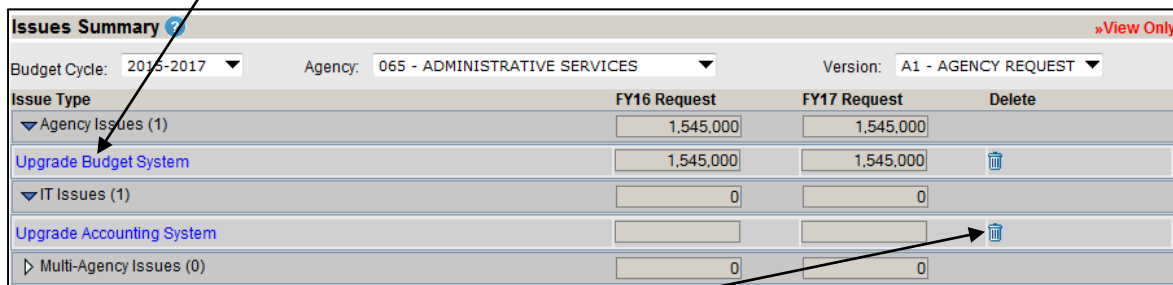
Getting Started

In the left-margin menu, under **Issues**, click "**Issue Summary**".

- *Budget Cycle* defaults to the current cycle.
- Select *Agency* and *Version* from the options that have been assigned to you (see Time-Saver Tip on the right margin).
- Screen will be grouped by **Issue Type** and sorted by the **Issue Name**.
- Amounts shown for Request years are a total of object codes entered, not funding. To see funding, you will need to select a specific Issue (see below).
- Clicking on ▷ will expand a specific **Issue Type**.

Open an Issue for Viewing or Editing

1. Selecting the **Issue Name** will open the **Issue** in the *Issue Details* screen.
   - See instructions for Issue Details.

Issues Summary ❓				»View Only
Budget Cycle: 2016-2017 ▼	Agency: 065 - ADMINISTRATIVE SERVICES ▼		Version: A1 - AGENCY REQUEST ▼	
Issue Type	**FY16 Request**	**FY17 Request**	**Delete**	
▼ Agency Issues (1)	1,545,000	1,545,000		
Upgrade Budget System	1,545,000	1,545,000	🗑	
▼ IT Issues (1)	0	0		
Upgrade Accounting System			🗑	
▷ Multi-Agency Issues (0)	0	0		

Delete an Issue

1. Clicking the 🗑 button (by the Agency Administrator role only) will delete the entire Issue. Click on OK to confirm the deletion.

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SECTION I

Operating Budget Request

Part D — Funds Analysis

Funds Analysis Instructions

Purpose

➤ To show the relationship of the receipts and/or expenditures of each Cash Fund, Federal Fund and Revolving Fund to all related programs & subprograms. The Funds Analysis shows receipts, expenditures, and balances to provide a cash flow analysis for the Fund through the end of the request biennium (Fund 40000 – Federal Letter of Credit grants do not require receipts or balance information, only expenditures). Further, the Funds Analysis screen indicates the amount available for appropriation for each respective fund. Agencies are expected to complete a narrative for all Federal Funds and Grants.

Getting Started

In the left-margin menu, click **Funds Analysis**.

- *Budget Cycle* defaults to the current cycle.
- Select *Agency, Version,* and *Fund* (if 40000 - Federal Letter of Credit, you will also need to select a *Grant*, or CFDA#) from the options that have been assigned to you (see Time-Saver Tip on the right)
- Each Fund has been assigned to a single agency. If multiple agencies have a financial relationship to a given Fund, the assigned agency is responsible for coordinating preparation of the cash flow for that Fund.

1. Click [Edit] to begin entering amounts for the selected Fund.

2. Provide the Fund's *Fund Equity Total July 1* for FY12 (this would be July 1, 2011).

- Expenditure and receipt history is pre-loaded into the system, however, you <u>must</u> provide the Fund Equity Total July 1 for FY12 (i.e., 7/1/11 "beginning balance"). Equity totals are either available with an EnterpriseOne *Trial Balance By Fund* inquiry or using the EnterpriseOne *Fund Summary Report* (click the provided link to view a searchable copy of the FY12 year-end report in PDF format). See the *Fund Summary by Fund* report example below, where the FY12 Fund Equity Total, or "beginning balance" is identified.
- Fund equity balances for the following years are automatically calculated.
- Fund Equity objects in the range of "300000" through "399999" are excluded in the first year of history since the fund equity activity is already built in to the Fund Equity Total, or "beginning balance".
- Any fund lapses should be shown as negative receipts (use the Transfers Out object code).

Funds Analysis Instructions

3. Provide Receipt and Expenditure estimates for the **FY15 Estim**, **FY16 Estim** and **FY17 Estim** columns.
   - Estimates of receipts should reflect the best available information. Receipt estimates are not required for Fund 40000 – Federal Letter of Credit grants.
   - **Expenditure estimates must take into account all budget request "Issues" for FY16 and FY17 plus the FY15 Base Appropriation allocated to the Fund.**
   - Each receipt or expenditure item should be accompanied by a specific statute or other authority supporting this activity.
   - If earmarking or reserving some portion of fund equity for a specific purpose, be sure to provide explanation in the Funds Analysis Narrative.

4. To add additional Receipt *Object Codes,*
   - Select the appropriate *Agency*, *Program* and *Subprogram* the revenue activity will be attributed to from the drop-down menus in the Receipts section.
   - Either enter a known revenue Object Code and click the Add Object button; or click the button to search by Object Code or Description.

5. On the search screen, the Object Code field will search for codes that begin with what is entered while the Description field will search for the characters contained in the Description.

   - Searching with no selection criteria will produce all available revenue object codes.
   - Click **Select** to return to the previous screen with the selected Object Code. You may select only one Object Code at a time from the search results.
   - Click **Reset** to clear the criteria entered.
   - Click **Back** to return to the previous screen without returning an Object Code.
   - Object Codes added unnecessarily can be deleted by clicking the 🗑 button.
   - Rows containing historical activity cannot be deleted.

6. Enter amounts for the revenue objects in the currently selected fund.
   - Use object code **481100 - Investment Income** to estimate the amount of investment earnings that will be added to each fund by the Nebraska Investment Council.
   - The Nebraska Investment Council has set an assumed annual rate of return of **2.5%**.

CAUTION: You <u>must</u> click Save whenever exiting a screen <u>or risk losing unsaved data</u>. Save frequently to avoid data loss.

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Funds Analysis Instructions

7. Click Save button to commit the data entered to the database.

8. To add expenditure estimates for an Agency / Program / Subprogram combination not already listed,
   - Select the appropriate *Agency*, *Program* and **Subprogram** the expenditure activity will be attributed to from the drop-down menus in the Expenditure section.

   - Click the [Add Program\SubProgram] button to add additional subprograms one at a time.
   - Agency / Program / Subprogram combinations added unnecessarily can be deleted by clicking the 🗑 button.
   - Rows containing historical activity cannot be deleted.

▼Expenditures

Agency: --Select ▼   Program: --Select ▼   SubProgram: --Select ▼

[Add Program\SubProgram]

Program desc	Ag↑	Pgm	SP	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Estim	FY16 Estim	FY17 Estim	Authority	🗑
STATE BUILDING DIVISION	065	560	003	347,841	206,580						
Total Expenditures				$347,841	$206,580	$0	$0	$0	$0		

				FY12 Actual	FY13 Actual	FY14 Actual	FY15 Estim	FY16 Estim	FY17 Estim		
Fund Equity Total				-$71,059	$1,574	$1,574	$1,574	$1,574	$1,574		
Less Encumbrances											
Unobligated Balance							$1,574				

9. Enter expenditure estimate amounts for the currently selected fund.

10. Click Save button to commit the data entered to the database.

11. Click View Mode button to exit Edit Mode. While in View Mode you may switch to a different Fund to continue entering Funds Analysis or change to a different screen from the left-margin menu.

12. Continue to the **Narrative** tab and begin to enter narrative information. The Fund Analysis narrative contains six tabs. See the Narrative Content section below for content guidelines on each tab.
    - The narrative tab currently selected appears in the **information bar**.
    - All narrative tabs will display **Character Count** to assist with the satisfaction of the minimum and maximum character requirements for each edit window. This value is updated when [Refresh] or [Save] are clicked.
    - All narrative tabs contains one edit window that has no limit on the number of characters that can be entered. There may be a minimum number of characters required as indicated by the **Minimum Characters**.

Fund Activity | ● Narrative

▼Narrative

| ● General Comments | Purpose of Grant (Required-Federal Only) | Grant Characteristics (Required-Federal Only) | Use of Grant Funds (Required-Federal Only) | Grant Future Outlook (Required-Federal Only) |
| Impact of Potential Reductions (Required-Federal Only) |

General Comments

Supporting Information (unlimited)   Character Count: 0   Minimum Characters: 25

[Source toolbar...]

[Browse...] [Attach]

Formatting TIP
Avoid the use of *hard returns* when entering narrative text. Using hard returns prevents normal text "wrap" and hinders publication.

CAUTION: You <u>must</u> click Save whenever exiting a screen <u>or risk losing data</u>. Save frequently to avoid loss of unsaved data.

Funds Analysis Instructions

- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The ▭ (i.e., **Maximize the Editor Size**) button simply toggles you back and forth from full-screen editor mode to the normal screen.

- **Copy & Paste** text into the edit windows using either Ctrl-C and Ctrl-V features, or by using the 📋 📋 📋 buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied upon clicking [Save].

- **Attach supporting files** (e.g., organizational chart graphics, picture files, etc.) by clicking the [Browse...] button to locate the desired file and then clicking the [Attach] button. <u>Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.</u>

Supporting Information (unlimited) Character Count: 0	Minimum Characters: 0

[Browse...] [Attach]

13. Click [Save] to commit the narrative entered to the database.

CAUTION: You <u>must</u> click [Save] whenever exiting a screen <u>or risk losing data</u>. Save frequently to avoid data loss

Funds Analysis Instructions

Fund Analysis Narrative Content

The narrative portion of the Fund Analysis is intended to provide background information on the various funds that an agency uses to complete their day to day operations. The following is a breakdown of elements of the narrative and the information being requested for each tab.

- **General Comments**
  - o Provide explanation for any situations where estimated annual revenues exceed estimated annual expenditures by an amount greater than seven percent for FY 2016-17, or where the estimated June 30, 2017, fund balance exceeds twenty-five percent of FY 2017 expenditures.
    - ▪ If applicable, why does the agency believe the balance exceeding the 25% guideline should be maintained?
  - o Explain any projected negative fund balances.
  - o If your agency determines that an adjustment of fees/charges would be advisable, information should be included outlining any agency plans for making such adjustments.
  - o Provide any additional information that will aid in understanding the revenue source(s), purpose, and use of cash, federal and revolving funds.

The following narrative tabs are for use with federal funds and grants only. Include all information for cash and revolving funds in the General Comments tab.

- **Purpose of Grant (Required-Federal Only)**
  - o What is the purpose of the grant according to the awarding federal government agency? Include any additional purpose(s) as provided by any other award documentation or agreements between the awarding federal agency and state agency. In other words, what services are made available as a result of the grant?
    - ▪ Please attach the federal grant award letter to this narrative tab.

- **Grant Characteristics (Required-Federal Only)**
  Please include the following information and any other relevant information:
  - o Is the grant one-time or on-going?
    - ▪ If one-time, what is the period of the grant?
  - o Does the funding support a mandate?
    - ▪ If yes, is it a federal mandate, state mandate, or both? Explain as needed.
  - o Is a state or local match required?
    - ▪ If yes, describe the match requirement.
    - ▪ What is the current fund source of the state match?
  - o Is a state or local maintenance of effort required?
    - ▪ If yes, describe the MOE requirement(s).
    - ▪ What is the current fund source of the state MOE?

- **Use of Grant Funds (Required-Federal Only)**
  - o Is the grant passed through to another state and/or local public entity or to a private entity or is it used for agency internal operating expenses? Explain as needed.
  - o Does use of the grant funds represent aid to individuals, aid to local governments, locally delivered services, state delivered services, local program administration, state program administration, or indirect costs?

- **Grant Future Outlook (Required-Federal Only)**
  - o What information is known relative to the availability of federal funding for this grant in the future?
  - o Do any known enacted or proposed federal budget proposals or other presidential or congressional plans include a reduction or elimination of this funding?
    - ▪ How much is this reduction? Explain as needed.

- **Impact of Potential Reductions (Required-Federal Only)**
  - o Describe the impact of proposed changes to this grant award on the programs supported.
    - ▪ Include the likely impact on services and your agency's or other entities' ability to meet any mandates, MOE, or other requirements.

SECTION II

Budget Modifications

BUDGET MODIFICATION GENERAL INSTRUCTIONS

The budget modification process, based on a percentage of current new appropriations after certain base adjustments, was initiated to aid the Governor and the Legislature in assessing priorities related to agency budget requests. The process is based on a "what if" scenario: If an agency's level of appropriation is to be less than the current FY 2014-15 level (or at any level less than the total FY 2015-16 request), what services or activities would not be continued? These activities or services are submitted as possible "modifications," that together would reduce the appropriations to a specified percentage of the current "base" level of appropriations. The budget modifications do not represent a request for a reduction in the agency appropriation. Agencies are encouraged to consider submission of multiple modifications as necessary to achieve the required base level appropriation while also ensuring submission of quality budget modifications.

Budget modifications are to be submitted by agencies based upon their **current new general fund appropriation**. All Modifications, for each of operations and government aid, must have a unique priority number in sequential order beginning with 1 before an agency's budget can be submitted. This occurs on the Budget Modification Details screen using the "ALL" selection from the Modification drop-down (see the Modification Details Instructions).

The "FY 2014-15 Base Level Appropriation" for this budget request cycle is **95% of current new general fund appropriations for FY 2014-15**, after adjustments. The Legislative Fiscal Office will provide agencies a Form 200 which will include the dollar amount that represents the "FY 2014-15 Base Level Appropriation" (including adjustments) prior to preparation of your budget modifications.

The Form 200 is to be used to calculate the minimum agency-wide amount to be identified as modifications (i.e., the difference between the total request and the FY 2014-15 Base Level Appropriation). The calculation of modifications will be based on the total operations and aid requests for the first year of the request biennium, FY 2015-16.

The Nebraska Budget Request and Reporting System includes two screens to be used in the budget modification process. Individual modifications are created on the Modification Details screen. Using the Modification Details screen, agencies will provide detail on each modification and indicate the cost of the modification into the second year of the request biennium. This screen is also used to detail in narrative form key points necessary for understanding the priority assigned to the modification and the consequences if not funded. Prioritization also occurs on the Modification Details screen using the selection "ALL" from the Modification drop-down (see the Modification Detail Instructions). Finally, operations and government aid modifications are summarized on the Modifications Summary screen including information that will assist the agency in monitoring its progress in meeting the 95% requirement.

Definitions

FY 2014-15 Base Level Appropriation – Ninety-five percent of the FY 2014-15 general fund appropriation to an agency, adjusted for one-time items and reappropriations. A list of allowable adjustments will be sent to you by the Legislative Fiscal Office for use in the budget modification process.

Modifications - The difference between the FY 2014-15 base level appropriation and the FY 2015-16 total request. Modifications should be distinct, stand-alone functions or levels of activity. Failure to fund a modification should not materially affect the remaining base budget or any other modification.

Priorities - Costs associated with completing the core functions of an agency should be included in the base level appropriation. Modifications should be prioritized as follows: **Modification #1 is the**

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very highest priority in addition to the 95% base, i.e., the first function to be funded if appropriation is provided above the 95% level. All Modifications, for each of operations and government aid, must have a unique priority number in sequential order beginning with 1 before an agency's budget can be submitted. This occurs on the Budget Modification Details screen using the "ALL" selection from the Modification drop-down (see the Modification Details Instructions).

Important Reminders

– The base level appropriation, the total request, and the amount of modifications are calculated at the <u>AGENCY</u> level and not the program level, although an agency identifies programs in the preparation of a modification and may include up to an entire program as a modification.

– Operations and Government Aid are to be prioritized separately using the "ALL" selection on the Modification Details screen. A budget modification may include both operations and government aid.

– One-time costs, deferrals to other fiscal years, or transfers of cost to other agencies are not to be considered as modifications.

– Enterprise Issues <u>may not</u> be used for budget modifications.

– An activity mandated by statute may be identified as a modification. If such an activity is identified, the agency must provide a complete listing of necessary statute changes in the narrative contained in the input screen. Agencies should be prepared to offer assistance in the preparation of legislation to modify or repeal statutes necessary to implement the budget modification.

– The quantification of individual modifications must account for timing considerations and costs associated with the implementation of curtailed service or benefit levels and thereby represent the exact level of appropriation reduction on a fiscal year basis related to the modification.

– Salaries for constitutional officers are to be excluded from the base level and the request for purposes of calculations on the Form 200.

– The impact of inflation on the operating budget request, by itself, should not be considered a modification. If significant cost increases are expected to occur, a modification must be discussed in terms of reduced usage or curtailed service levels as the result of higher unit costs in the base level.

Budget Modification Details Instructions

Purpose
➤ To create and prioritize budget modifications. The budget modification process, based on a percentage of current new appropriations after certain base adjustments, is used by the Governor and the Legislature in assessing priorities related to agency budget requests (also see Budget Modification General Instructions).

Getting Started
In the left-margin menu, under **Modifications**, click "**Mod. Details**".
- *Budget Cycle* defaults to the current cycle.
- Select *Agency* and *Version* from the options that have been assigned to you (see Time Saver Tip #1).

Create a New Budget Modification

1. Select "=== New ===" from the *Modification* drop-down menu.
   - The system will enter NEW mode. While in NEW mode, you must enter the Modification Title before you can continue.

2. Enter a **Modification Title** for the modification and click [Save].

3. Continuing on the modification's Narrative tab, begin to enter narrative information. The Modification Details narrative contains five tabs. See the Narrative Content section below for content guidelines on each tab.
   - The narrative tab currently selected appears in the **information bar**.
   - Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited edit window. The limited edit window is intended to be included in various standardized reports that will be generated from the system, such as the Governor's budget recommendations.
   - All narrative tabs will display **Character Count** to assist with the satisfaction of the minimum and maximum character requirements for each edit window. This value is updated when [Refresh] or [Save] are clicked.

- The **General Description** and **Rationale** tabs contain two edit windows. The **Impact**, **Statutory Change**, and **Implementation Costs** tabs offer just one, unlimited edit window.
- If the number of characters in the section exceeds the **Maximum Characters** allowed the information will **NOT** be saved but the **Character Count** will be updated. Reduce the number of characters to under the maximum, then save.

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Budget Modification Details Instructions

- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, scroll your mouse over the icon for a description of that feature. The (i.e., **Maximize the Editor Size)** button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy & Paste** text into the edit windows using either the Ctrl-C and Ctrl-V features (i.e., pressing the Control key and the V key at the same time) or by using the buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied upon clicking **Save**.
- **Attach supporting files** (e.g., organizational chart graphics, picture files, etc.) by clicking the **Browse...** button to locate the desired file and then clicking the **Attach** button.

4. Click **Save** to commit the narrative entered to the database.

5. Select the modification's **Financial** tab to provide detailed financial information for the modification by Job Code, Object Code and Fund Type.

6. Begin adding Modification Detail (Programs) to the Modification. This can be done using two methods:
   1) To manually add Program level detail, continue with Step 5.
   2) To copy **Issue Detail** financial data from an Issue, skip to Step 17.

7. Click **Add Program** to add Program Modification Detail.
   - Select a Program to be added.

8. To add Job Codes, either enter a known Job Code and click the **Add** button; or click the **Search Job Codes** button to search by Job Code or Job Title.
   - On the search screen, the *Job Code* field will search for codes that begin with what is entered while the *Job Title* field will search for the characters contained in the Title. Click on **Search**.

- You may select multiple Job Codes from the search results. Click **Submit** to return to the previous screen with the selected Job Code(s).
- Click **Reset** to clear the criteria entered.
- Click **Back** to return to the previous screen without returning a Job Code.

CAUTION: You must click **Save** whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

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Budget Modification Details Instructions

- Job Codes added unnecessarily can be deleted by clicking the 🗑 button

9. Enter FTE and Salary amounts for the Job Code(s) added for the currently selected program. Amounts entered are relative to the base year.
   - Note that negative numbers may NOT be entered.
   - If an FTE amount is entered, than a Salary amount is required.
   - Note that common salary-related Object Codes are added automatically if a Job Code is added.
   - Click [Copy FY16 to FY17] to copy numbers entered in the 1st year of the modification to the 2nd year. This will overwrite whatever is currently entered in the 2nd year.

10. Click [Save] to commit the data entered to the database. The FY16 and FY17 salary totals will be automatically inserted into the 511100 Object Code.

11. To add Object Codes, either enter a known **Object Code** and click the [Add] button; or click the [Search Object Codes] button to search by Job Code or Job Title.
    - On the search screen, the *Object Code* field will search for codes that begin with what is entered while the *Object Description* field will search for the characters contained in the description. Click on **Search**.
    - Use the Major Account drop-down to limit the search results.

- You may select multiple Object Codes from the search results. Click **Submit** to return to the previous screen with the selected Object Code(s).
- Click **Reset** to clear the criteria entered.
- Click **Back** to return to the previous screen without returning an Object Code.
- Object Codes added unnecessarily can be deleted by clicking the 🗑 button.

Budget Modification Details Instructions

12. Enter amounts in the Object Code(s) added for the currently selected program. Amounts entered are relative to the base year.
    - Note that negative numbers may NOT be entered.
    - Note that you may not delete the Object Code 511100. This Object Code will appear as long as Job Code(s) are shown under the Permanent Salaries section.
    - Click [Copy FY16 to FY17] to copy numbers entered in the 1st year of the request to the 2nd year. This will overwrite whatever is currently entered in the 2nd year.

13. Click [Save] to commit the data entered to the database.

14. Enter **Funding** amounts for both the **FY16 Funding** and **FY17 Funding** columns. **NOTE:** Modifications must have an ongoing impact. In other words, the funding impact may not be one-time only.
    - Funding amounts must be entered separately for Operations and Government Aid.
        - The total of the funding amounts entered must balance with the total of the amounts entered by Object Code.
        - The system requires that Operations and Government Aid object totals balance to Operations and Government Aid Funding before the budget request can be submitted
    - There are five Fund Types: General Fund, Cash Fund, Federal Fund, Revolving Fund, and Other Fund (if Other Fund is used the Modification narrative should explain the funding source).

▼Funding   Enter Data In Percentages ☐ [Change]

Operations Funding

Fund Type	Total		FY16 %	FY16 Funding	FY17 %	FY17 Funding	
General Fund	$0						
Cash Fund	$0						
Federal Fund	$0						
Revolving Fund	$0						
Other Fund	$0						
Total Operations Funding	$0		0.00	$0	0.00	$0	

Government Aid Funding

Fund Type	Total		FY16 %	FY16 Funding	FY17 %	FY17 Funding	
General Fund	$0						
Cash Fund	$0						
Federal Fund	$0						
Revolving Fund	$0						
Other Fund	$0						
Total Aid Funding	$0		0.00	$0	0.00	$0	

Total Funding

Fund Type	Total		FY16 %	FY16 Funding	FY17 %	FY17 Funding	
General Fund	$0		0	0	0	0	
Cash Fund	$0		0	0	0	0	
Federal Fund	$0		0	0	0	0	
Revolving Fund	$0		0	0	0	0	
Other Fund	$0		0	0	0	0	
Total	$0		0.00	$0	0.00	$0	
PSL Amount	$336,000			$168,000		$168,000	

➤ Funding may be entered by two methods, *Whole Dollar* or *Percentage*.
   - To change methods, check the box to enter data in percentages then click [Change].
   - Un-checking the box and clicking [Change] returns the system to the *Whole Dollar* entry method.

   i. *Whole Dollar* method
      - Enter amounts, by fund type, for each year.
      - Be sure to determine the amounts to be entered for Operations and Government Aid.
      - System will calculate totals and variance when [Refresh] or [Save] are clicked.
      - **NOTE:** System will only save dollar amounts, not percentages.
   ii. *Percentage* Method
      - Enter percentage amount, by fund type, for **FY16** and **FY17**.
      - If you enter amounts exceeding 100%, you will need to resolve the variance.
      - The system will calculate, based upon the respective object codes, the dollar amounts for both the Operations and Government Aid Funding sections.
      - Upon [Refresh] or [Save], the system will calculate a dollar amount based upon the percentage. You may need to correct the effect of rounding using the *Whole Dollar* method
      - **NOTE:** System will only save dollar amounts, not percentages.

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Budget Modification Details Instructions

15. Click [Save] to commit the data entered to the database and check for Variances.
    - Variances do not need to be resolved in order to save. However all Variances must be resolved before your budget request can be submitted.

Variance	Total	FY16	FY17	
Total Objects	$487,350	249,675	237,675	
Total Funding	$0	0	0	
Variance	$487,350	249,675	237,675	

- The system will calculate the variance for **FY16** and **FY17**. Any variance will be highlighted with *red shading*.
- Use of the Percentage funding method may produce a variance due to rounding. To correct, use the *Whole Dollar* method.

16. Click [View Mode] to exit Edit Mode. While in View Mode you may switch to a different Modification to continue entering your budget modifications or change to a different screen from the left-margin menu.

Copy Financial Details from an Existing "Issue"

1. Select the Modification you wish to update from the *Modification* dropdown or create a new Modification as outlined above.
2. Click [Edit] to begin editing the Modification.
3. Select the [• Financial] tab.
4. Click [Copy Issue Data »] to copy financial details from an existing Issue request.
    - When clicked, you will receive a warning indicating that all existing data in the Modification will be deleted. Click OK to continue or Cancel to stop the copy.

Windows Internet Explorer

❓ Are you sure you want to copy Issue Data? The existing request programs from the modification will be deleted !!!

[OK]   [Cancel]
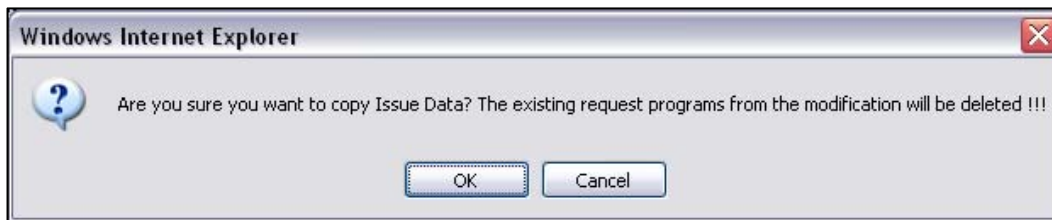
- A listing of all Issues available to the user will be shown
- Click BACK to return to the previous screen without selecting an Issue to copy.
- Click on the **Issue Name** to look up the Issue in the **Issue Details** screen.

▷ **Modification Summary**   [<< Back]

Issue Name	Issue Type	Action
▷ Upgrade of Budget Request System	Agency Issue	Copy
▷ Maintenance on Budget Request System	Agency Issue	Copy

5. Click **COPY** to copy the Job Code and Object Code amounts entered in the Issue.
    - Subprogram detail will be rolled up to the Program level.
    - No narrative will be copied.
    - Funding will not be copied.
    - Negative numbers will be copied. However, negative numbers are not allowed in Modifications so you will not be able Save until all negative numbers are removed.
    - The name of the *Issue Copied* will be shown. Clicking on that name will take you to the Issue Details.

Modification: [Continue updating budget system ▼]

[Edit] [Delete]

[Narrative] [• Financial] [Summary]

▼**Modification Summary**   **Issue Copied:** Upgrade Budget System

Program↑	FY16 Amount	FY17 Amount
509 - BUDGET DIVISION	$1,545,000	$1,545,000
Total	$1,545,000	$1,545,000

NOTE: The source Issue and the Modification are not linked. If the source Issue changes, the Modification will not, and vice versa. Consequently, it is highly recommended that entry of the Financial data for the source Issue be complete before copying.

6. See Edit an Existing Budget Modification below to edit the Modification.

NOTE: The modification's **Summary** tab displays the Funding data in summary fashion, by year. No data entry is required on this screen.

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Specific Modification Detail Instructions

Edit an Existing Budget Modification

1. Select the Modification you wish to update from *Modification* dropdown.

2. Click ⬛Edit to begin editing the Modification.
   - Select the *Narrative*, *Request* or *Summary* tab as needed.
     - o NOTE: You can change the Title if necessary. Click ⬛Save after changing the title.
   - To load the modification financial data for a specific Program which was previously entered, click the "program link" under the Program column in the **Modification Request Summary** section of the modification's **Request** tab.

   - The currently selected Modification may be deleted by clicking the ⬛Delete button while the screen is in View Mode (also see the Modifications Summary screen).
   - You may delete a Program from the issue in the **Modification Request Summary** section by clicking the 🗑 button while in Edit Mode.
   - Follow Steps 3-16 under Create a New Budget Modification above to continue editing the existing modification.

Set Budget Modification Priorities

1. From the **Modification Details** screen, select *ALL* from the Modification drop-down menu. The system will list all Modifications created by the agency – listed separately for Operations and Government Aid.

2. Click ⬛Edit to begin editing the Modification priorities for each of Operations and Government Aid, if applicable.
   - **Priority 1 is the very highest priority in addition to the 95% base level. In other words, it is the first function to be funded if appropriation is provided above the 95% level.**
   - All Modifications, for each of Operations and Government Aid, must have a unique priority number in sequential order beginning with 1 before an agency's budget request can be submitted.

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Specific Modification Detail Instructions

Modifications – Narrative Content

The Budget Modification narrative should provide a detailed description of the Modification including an analysis of the impacts and statutory changes necessary.

NOTE: Where possible, cross referencing to the Agency, Division, Program, and Issue Narratives is useful.

> **General Description -** The agency should describe the Modification in detail. As an example, explain what changes would be necessary to existing activities if the Modification is not funded or what proposed Issue would not be implemented.
>
> **Rationale -** The agency should describe the rationale, criteria or priority system used in determining the relative importance of the specific Modification to the base level. Explain why this activity or service was determined to be a low priority in relation to items left in the base level.
>
> **Impact -** The agency should identify the quantitative and qualitative impacts of the Modification. The description should include:
> a. What services would be continued, adjusted or expanded, what client groups would be impacted, what effects would be felt by the general public, etc.
> b. What would happen if funding is not provided for the specific Modification? Cross-reference the Modification to the key performance indicators submitted by the agency and what, if any, impact there would be on these quantitative performance objectives in the event funding is not received for the Modification.
> c. Clearly indicate whether funding for the Modification matches other fund sources and include an estimate of the amount of other fund sources that may be lost or not received if the Modification is not funded. A reference to the Catalog of Federal Domestic Assistance (CFDA) number should be included in the case of federal funds.
>
> **Statutory Change -** In some cases, a Modification may require statutory change. The agency should identify the relevant statutes and the changes necessary to implement the Modification.
>
> **Implementation Costs -** The agency should identify estimated costs of implementation, if any, if the Modification is not funded. Such costs should include accumulated vacation payments, unemployment, operating expenses carried into the next fiscal year, etc.

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Budget Modification Summary Instructions

Purpose
➤ To provide a listing of all the **Budget Modifications** created by the agency.

Getting Started

In the left-margin menu, under **Modifications**, click "**Mod. Summary**".
- *Budget Cycle* defaults to the current cycle.
- Select *Agency* and *Version* from the options that have been assigned to you (see Time-Saver Tip on the right).
- Screen will list all Modifications entered, sorted by **Name**.
- Amounts shown for Request years are a total of object codes entered
- Funding totals are broken down by fund type.
  i. To see specific amounts, you will need to look at the *Modifications Details*.

Open a Modification for Viewing or Editing

1. Select the **Modification Name** to open the **Modification** in the *Modifications Details* screen.
   - See instructions for entering and updating the Modifications Details.

Delete a Modification

1. Clicking the 🗑 button (by an Agency Administrator only) will delete the entire Modification. Click on OK to confirm the deletion.

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SECTION III

Capital Construction
and
Building Renewal Requests

GENERAL GUIDELINES
CAPITAL CONSTRUCTION AND BUILDING RENEWAL REQUESTS

This section outlines the budget request process for capital construction and building renewal projects. It is intended as a general outline of the process. More detailed guidelines and procedures can be found in the sources which are referenced in this section.

Purpose

Agencies should prepare a capital construction request for new projects and for changes or renovations to existing facilities if the work transcends routine maintenance. The key tests for whether a capital construction request is required are: 1) does the project extend the life of existing facilities; 2) does the project have a significant fiscal impact which would not routinely be part of the operating budget; 3) does the project represent an expenditure that is not made routinely every seven years or less for minor repair and maintenance; and, 4) does the project change the nature or scope of programs.

Use the capital construction budget request for the following:

— planning funds for construction-related activities, including preparation of a comprehensive plan, program statements, design development and bidding documents;

— construction funds including new construction, renovation and major repair;

— reaffirmation of funds previously authorized but not yet appropriated; and,

— building renewal requests (all four categories—deferred repair, fire and life safety, Americans with Disabilities Act (ADA) and energy conservation).

Reaffirmations

List projects which require reaffirmation funding (i.e. continuation funding on projects previously authorized) on Capital Construction Reaffirmations. Explain any requested deviation from the originally authorized total project cost or annual allocations in the narrative section of the Capital Construction Reaffirmations Screen.

Reappropriations

On or before **October 20, 2014**, submit to the Administrative Services State Building Division, Administrative Services State Budget Division, and the Legislative Fiscal Office a list of all Capital Construction Programs that should be reappropriated into FY2016. Include the program number, project name, and the estimated June 30, 2015, unexpended appropriation balance, by fund type. Also identify how much of the June 30, 2015, balance will be committed through contractual agreements.

Planning Requirements

State statutes prescribe two types of planning which must occur before an appropriation of funds for capital construction projects may be made. A "*Comprehensive Facilities Plan*" is required prior to requesting funds for any project whose total cost exceeds $640,000. A "*Program Statement*" is required for each project where total cost exceeds $640,000, prior to requesting funds for construction drawings and actual construction work. Note, however, if policies adopted by the Board of Regents of the University of Nebraska and the Board of Trustees of the Nebraska State Colleges indicate a threshold other than $640,000, such threshold is acceptable for those agencies.

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In addition to these two statutory requirements, a "*Needs Statement*" should accompany requests for planning funds. A needs statement should also accompany construction requests for small projects when a detailed program statement is not required. These three types of plans are discussed in greater detail below. For additional information, consult the "**Procedural Manual for Capital Construction Projects**," available from the State Building Division, Department of Administrative Services.

The quality of planning included in agency *Comprehensive Facilities Plans* and *Program Statements*, along with the clarity of the relationship to agency long-run strategic plans, will be an element in evaluating and prioritizing requests.

a. Comprehensive Facilities Plan

Section 81-1114.01, Nebraska R.R.S. requires each state agency to prepare a *Comprehensive Facilities Plan* prior to submitting a capital construction project request in excess of $640,000. At a minimum, a *Comprehensive Facilities Plan* should project future programmatic needs, analyze existing facilities and the utilization of such facilities, and identify projects to meet those needs. The *Comprehensive Facilities Plan* must be updated or revised whenever an agency requests funding for a major project that is not in compliance with the original plan, or when changes in projected needs would significantly affect the *Comprehensive Facilities Plan*. Such plans, and any updates or revisions, must be submitted to the Department of Administrative Services State Building Division, the Department of Administrative Services Budget Division and the Legislative Fiscal Analyst. Please note that Section 81-1108.41 establishes a *State Comprehensive Capital Facilities Plan* for all agency projects (except for the University of Nebraska, the State Colleges, and the Community Colleges who are covered under another process involving the Coordinating Commission for Postsecondary Education) based on a six-year planning time frame, or three biennial budget cycles. Agencies should use the six-year time frame for their individual *Comprehensive Facilities Plans*.

b. Program Statement

Section 81-1108.41, Nebraska R.R.S. requires that an agency submit a *Program Statement* before requesting an appropriation for drawings and the construction of a project if total costs exceed $640,000 (or other threshold for the University of Nebraska or the Nebraska State Colleges). The purpose of the *Program Statement* is to justify the project by examining programmatic needs and translating them into space and facility needs. The *Program Statement* must address the following:
1) scope of the project and its impact on existing space and programs;
2) project's compatibility with the agency's *Comprehensive Facilities Plan*;
3) existing and proposed space utilization;
4) project costs, sources of funding and fiscal impact; and,
5) time line.
For a complete *Program Statement* outline, refer to the Procedural Manual for Capital Construction Projects, Section VIII, published by the Department of Administrative Services State Building Division.

Requests for new or replacement capital construction projects should include a complete inventory of all space presently occupied by the agency and a utilization report on such space. The utilization report should have been completed within the preceding 12-month period and adjusted for projects presently under construction or for projects for which an appropriation for construction has already been made. In addition, any change in the population served by the facilities between the time of utilization review and the projected construction of the requested project should be included. Refer to the Space Management Guidelines, published January 1996 by the Department of Administrative Services State Building Division, for a general background on space definitions, management guidelines and needs.

The efficient use of space is one measure of performance which will be examined more closely when evaluating and prioritizing requests. Agencies are expected to analyze existing space utilization when formulating budget requests for new construction or major renovations.

A new *Program Statement* is required whenever the scope of a project changes. For *Program Statements* that have been submitted previously and where the scope of the project is unchanged, only the "project budget/estimate" page needs to be updated.

The statutory deadline for submitting the *Program Statement*, or revisions, is September 15 of the year prior to the initiation of an appropriation for drawings or construction.

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With the exception of the University of Nebraska and the Nebraska State Colleges, no agency may enter into a contract for the planning, design or construction of a new facility, or major renovation of an existing facility, unless the Governor has approved the *Program Statement*.

c. Needs Statement

The *Needs Statement* serves as the basis for the agency's request for initial capital funding. This document is generally prepared in-house and submitted with the budget request.

1. A subsequent *Program Statement* must be developed for projects whose estimated total project cost exceeds $640,000 (or other threshold for the University of Nebraska or the Nebraska State Colleges). In such cases, funding procedures allow for consideration during the first year for planning funds and the following year(s) for design development and construction funds.

2. A *Program Statement* may be submitted in lieu of a *Needs Statement* when an agency is preparing a *Program Statement* in-house for a project whose estimated total cost exceeds $640,000 (or other threshold for the University of Nebraska or the Nebraska State Colleges).

3. Only a *Needs Statement* is required for projects whose estimated total cost is less than $640,000 (or other threshold for the University of Nebraska or the Nebraska State Colleges). For these projects, the initial request for funding may include total funding.

4. For projects exceeding $640,000 that do not change programmed space (such as fire/life safety, utility, ADA and repair and maintenance projects), a *Needs Statement* may be submitted in lieu of a *Program Statement*.

d. Historical Structures

Requested information on *Historic Structures* owned or occupied by state agencies.

1. Section 72-808(3), Nebraska Revised Statutes specifies that efforts should be made by the state to identify, preserve, maintain, and restore such historic structures whenever possible

2. Section 72-810 specifies:

    "Improvements, alterations, or changes made by the state, its agencies, or departments on or to any historic structures owned by the State of Nebraska shall be in keeping with its historical or architectural significance. Such alterations shall be made according to standards set by the United States Department of the Interior…A state agency or department shall only be required to comply with this section if it has been notified in writing by the officer that a particular structure is a historic structure."

3. Given the statute sections noted above, all agency requests for funds in excess of $640,000 for substantial renovation, substantial rehabilitation, substantial remodel or demolition of any State-owned or occupied structure should indicate, in the request, whether or not the structure has been determined an *Historic Structure* by the State Historic Preservation Officer.

4. The process of obtaining review and comments is the responsibility of the respective state agency or department and should be completed prior to the submittal of the project to DAS.

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State Comprehensive Capital Facilities Plan

Agency Capital Construction project requests (with the exception of the University of Nebraska, the State Colleges, and the Community Colleges) are subject to the prioritization process of the *State Comprehensive Capital Facilities Plan* submitted November 15 of even numbered years. The detailed guidelines for this process are included in the following pages.

Americans with Disabilities Act (ADA)

Minor modifications to facilities should be accomplished using repair and maintenance funds in the agency operating budget. Agencies with large and specialized building maintenance staff should be able to implement many ADA-related changes without the need for a separate appropriation. Larger projects will require contracting for services. Section 81-1108.43 limits the total project cost of construction work done by an agency's own work force to $75,000. The same section requires use of a professional consulting engineer or architect for preparing the plans for any project costing $640,000 or more.

If projects exceed the capabilities of an agency's work force or represent a substantial modification to a facility, a separate request for each is necessary. ADA modifications are one of the four separate categories of deferred building renewal requests and should be included on the Building Renewal Request Screen. An ADA project should have the same documentation as other deferred building renewal requests.

Joint and Cooperative Planning

Agencies are encouraged to engage in joint and cooperative facilities planning. Such planning should increase efficiency and utilization of facilities and may be done several ways:

— Planning of joint use facilities or one-stop centers where agencies serve common customers or where agencies serve customers in the same geographical area.
— Coordination of the requesting, designing, bidding, and contract awarding of similar projects in close proximity in a geographic region. This includes renovation projects and various deferred building renewal projects in particular.

Non-State Funds

In cases where agencies receive federal or other non-state funds through a cost reimbursement or cost sharing formula or program, and in which reimbursement for facility depreciation and facility maintenance is included, such reimbursement should be included in the funding requested for construction and all types of deferred building renewal projects.

In instances where Federal or other non-state funded grant programs exist which could help fund a construction or deferred building renewal project, such fund should be applied for and included in the funding requested.

Some agencies qualify for participation in the Institutional Building Grants Program (IBGP). This enables the utilization of federal funding to match state dollars in accomplishing approved projects. With some exceptions, the Task Force for Building Renewal has been providing matching funds to accomplish energy conservation measure projects. Agencies or institutions eligible for participation in IBGP funding are encouraged to actively seek these funds wherever possible.

Compliance with the "Procedural Manual for Capital Construction Projects"

Agencies are encouraged to read the Procedural Manual for Capital Construction Projects published by the State Building Division of the Department of Administrative Services. Adoption of the procedures, requirements, processes and suggestions contained in the Manual will facilitate consideration of your budget request.

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Building Renewal Assessments (LB1100 Assessments)

LB1100 Assessments were repealed by the Legislature in LB380, 2011.

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STATE COMPREHENSIVE CAPITAL FACILITIES PLANNING 2014
GUIDELINES
Budget Instructions - July 2014
For The 2015-2017 Biennium
Applies to all agencies' capital construction requests
except the University of Nebraska and the State Colleges, since they are subject to
the Coordinating Commission for Postsecondary Education Statewide Planning Process.

In accordance with Revised Statute 81-1108.41 the Department of Administrative Services State Building Division is to develop a *State Comprehensive Capital Facilities Plan* for each biennium, utilizing a Committee appointed by the Governor. The Plan is to be submitted on November 15th of even years and is to include a prioritization of capital construction project requests submitted for the biennium. The Committee, made up of state agency personnel and citizens, develops the planning process, guidelines for implementation, and the project prioritization system to be used in evaluating the project requests. Details and instructions for this process are incorporated into the following Guidelines:

1, Agency *Comprehensive Facility Plans* and *Program Statements* should be in accordance with the DAS/SBD Procedural Manual, as per Sections 81-1114.01 & 81-1108.41. Both are required for project requests in excess of $640,000.

2. *Program Statements* that do not meet the information requirements outlined in the DAS/SBD Procedural Manual as determined by DAS will instead be considered as "*Need Statements*," and the Committee will consider the associated request as a request for planning funds only (not construction funding) in keeping with Section 81-1108.41. In such cases, DAS may recommend an amount for planning funds after consultation with the agency.

3. Agencies are encouraged to provide facility space utilization data in *Program Statements* to help support the justification and need for the project.

4. Project Descriptions in the narratives of the Capital Construction Project Request should include the following information:

    a. State how the project responds to the 2014 Mission Statement/Governing Values for State of Nebraska Capital Construction (see below).

    b. State the REAL consequences of the project request being denied/unfunded, or under-funded.

    c. Provide an evaluation of your project for critical life safety/legal issues (item 1.b. of the Project Rating Criteria) using a scale of 0 to 4 points.

    d. Provide the individual yearly amounts necessary for current or future requests for projects (planning, design and/or construction funds) that will begin or extend beyond the two-year biennial budget period, through the sixth year. This does not apply to operational estimates/requests.

5. Capital Construction Requests and Program Statements are due September. 15, 2014 per the Budget Instructions. After September 15th, the Capital Construction documentation will become public information and will be available on the State Budget Division website. The Committee will not evaluate, score and prioritize, or otherwise include in the November 15, 2014 Plan requests that are submitted after that date.

6. Project Request explanations for the Committee are scheduled for mid-October 2014. Each agency submitting capital construction requests will have an opportunity to give presentations on its highest-priority requests, and to respond to questions the Committee may have. Agencies will be notified of the location and times of the presentations approximately three weeks in advance of their appointment.

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7. The following two pages detail the *State of Nebraska Capital Construction Mission Statement and Governing Values* and the *Project Rating Criteria Scoring System* to be used in the evaluation of capital construction project requests for the 2015-2017 biennium that will be included in the November 15, 2014 Plan.

Project requests meeting these guidelines and being evaluated by the Committee will be scored using the Project Rating Criteria and given an overall priority in the *State Comprehensive Capital Facilities Plan*. The Plan will also include project request priority lists for the four following categories:

1) Reaffirmations,
2) Requests of General Funds (any portion of the request),
3) Requests for Planning Funds (regardless of fund source), and
4) Requests of 100% Non-General Funds.

The *State Comprehensive Capital Facilities* Plan will be submitted to the Governor, the Committee on Building Maintenance (Task Force for Building Renewal legislative oversight committee), and the Legislative Fiscal Office no later than November 15, 2014.

Critical life safety/legal issues scoring scale for Project Rating Criteria 1.b.:

<u>Classification</u>	<u>Definitions</u>
Class I	Life safety improvements necessary because the safety of persons is IMMEDIATELY, DIRECTLY, and CLEARLY IMPERILED, **OR** CODE OFFICIALS have determined that life safety improvements are needed IMMEDIATELY, **OR** ADA improvements CLEARLY needed for compliance, **OR** Accreditation or closing of the facilities in IMMEDIATE jeopardy if improvements are not completed.
Scoring	Over 50% of Construction* = 4 points Less than 50% of Construction = 3 points

Class II	Life safety improvements MAY BE necessary to comply with codes and to avoid potential danger, **OR** ADA improvements MAY BE necessary to comply with the ADA Act and to avoid possible non-compliance **OR** Accreditation or closing of the facility MAY BE in jeopardy if improvements are not completed.
Scoring	Over 50% of Construction* = 2 points Less than 50% of Construction = 1 points

*A determination has to be made whether the cost of the improvement for critical life safety/legal issues amount to more than 50% of the construction cost of the project request.

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STATE COMPREHENSIVE CAPITAL FACILITIES PLANNING 2014
MISSION STATEMENT & GOVERNING VALUES FOR NEBRASKA CAPITAL CONSTRUCTION

(Excludes the University of Nebraska and State Colleges, since they are subject to the Coordinating Commission for Postsecondary Education Statewide Planning Process.)

Mission Statement for Nebraska Capital Construction:

"The mission of capital construction in the state of Nebraska is to plan, fund, design, construct and maintain facilities to serve the best interests and needs of all Nebraskans in an efficient and cost-effective manner."

Governing Values for Nebraska Capital Construction:

1. Facilities should be accessible and designed/constructed to serve the interests and needs of all persons.

2. Facilities should represent a wise, responsible use of taxpayer funds which utilizes efficient, cost-effective design and construction methods and modern technology, and results in reasonable ongoing operations, maintenance and energy costs.

3. Facilities should be safe, promote health and well-being, and maintain a quality of life for all persons.

4. Facility decisions and projects should reflect the state's stewardship role in preserving, protecting and maintaining the environment and existing facility assets, including state-owned historic properties.

5. Facility decisions and projects should best serve the long-term interests of all Nebraskans including future generations.

6. Based on appropriate evaluations facilities should responsibly support state agencies, their missions and goals, and be of service to Nebraska's citizens.

7. Facility projects should encourage partnering, cooperation and the sharing of resources between state agencies, local governments and private entities, where appropriate.

8. State facility planning, design and construction should act as a model for other state and local governments, as well as private entities and institutions.

9. State facilities should strike a balance between quality and quantity and incorporate a level of excellence that reflects a high appreciation for the built and natural environments.

10. State facilities and those who plan, build and care for them must be accountable to all Nebraskans and responsive to their changing needs.

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STATE COMPREHENSIVE CAPITAL FACILITIES PLANNING 2014
PROJECT RATING CRITERIA SCORING FOR FY2015-FY2017 REQUESTS
(Excludes the University of Nebraska and State Colleges, since they are subject to the Coordinating Commission for Postsecondary Education Statewide Planning Process.)

Category:		Points/Percent	Multiplier/Base	TOTAL
1) CRITICAL & IMMEDIATE ISSUES				**500.00**
a) Critical:	**Reaffirmation (% of Project)**	100.00%	250	250.00
	The % of the project which is a reaffirmation of Legislature-approved funds.			
b) Life Safety:	**Life Safety/Legal Issues (0-4)**	4.00	50	200.00

0-4 points are awarded (see scale below) and multiplied by 50 for a total possible of 200.

4 - Class I; more than 50% of constr.	1 - Class II; less than 50% of constr.
3 - Class I; less than 50% of constr.	0 - No Life Safety /Legal Issues
2 - Class II; more than 50% of constr.	

Category:		Points/Percent	Multiplier/Base	TOTAL
c) Need:	**Immediacy of Need (0-5)**	5.00	10	50.00

0-5 points are awarded (see scale below) and multiplied by 10 for a total possible of 50.

5 - Clearly addresses needs in <5 years.	2 - Clearly addresses needs in 20+ years.
4 - Clearly addresses needs in 5-10 years.	1 - Justification of Need not clear.
3 - Clearly addresses needs in 10-20 years.	0 - Justification of Need not stated.

Category:		Points/Percent	Multiplier/Base	TOTAL
2) FINANCIAL/ECONOMIC				**500.00**
a) Long Term:	**Operating Savings/Efficiencies (0-5)**	5.00	30	150.00

0-5 points are awarded (see scale below) and multiplied by 25 for a total possible of 125.

5 - Project includes a consolidation of agencies or services with a significant reduction in FTE, or non-renewable energy use or square feet of current building space.

4 - Demonstrates a quantifiable savings in departmental or facility-related operating costs, including energy usage, AND a more efficient function.

3 - Demonstrates a quantifiable savings in departmental or facility-related operating costs, including energy usage.

2 - Project demonstrates more efficient function only.

1 - Project neither creates savings nor is more efficient in function.

0 - Project creates above average operating costs OR inefficient function.

Category:		Points/Percent	Multiplier/Base	TOTAL
	Asset Preserv. & Mgmnt. (% of Project)	100.00%	150	150.00
	The % of the project that is asset preservation (LB309 & renovation) is the score.			
b) Short Term:	**User/Non-State Financing (% of Proj.)**	100.00%	100	100.00
	This score is based on the percent of non-general funds proposed for the project. The more the project is funded from sources other than state general funds, the higher the score.			
	General Fund Impact (125 minus $mil.)	0.00	100	100.00
	The amount of proposed general funds in the Total Project Cost (in millions) is subtracted from 125 for the score.			

Category:		Points/Percent	Multiplier/Base	TOTAL
3) SERVICE VALUE				**500.00**
a) Project Significance & Improved Services (0-390 pts.)				**390.00**

300 to 390 points - High Significance & Improved Services
200 to 299 points - Average Significance & Improved Services
100 to 199 points - Low Significance & Improved Services
0 to 99 points - minimal or no Significance & Improved Services

b) Mission Relevance (0-100 pts.)				**100.00**

60 to 100 pts. - Directly Related to Agency Mission.
20 to 60 - Indirectly Related.
0 to 20 - Not Related.

c) State Owned Historic Property (0 or 10 pts.)				**10.00**

10 pts. - Yes, it is listed on the National Register or designated by State Historic Preservation Office (SHPO) as eligible for Listing on the National Register
0 pts. – It is not listed and SHPO had determined it is not eligible for listing

TOTAL POSSIBLE: **1500.00**

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Project Rating Criteria Scoring for 2015-2017 Budget Requests

Proposed guidelines for rating #1b) Life Safety/Legal Issues

EXPLANATION:
The proposal is to utilize the LB309 Task Force designations for "Class I" and "Class II" of the fire/life safety and ADA categories (but adding in accreditation/closing of facility issues) and assigning higher scores if the "Class I" or "Class II" improvements amount to more than 50% of the cost of construction. On a scale of 0 to 4, the Committee members assign a score for #1b in this manner:

> 4 - LB309 Class I; more than 50% of constr.
> 3 - LB309 Class I; less than 50% of constr.
> 2 - LB309 Class II; more than 50% of constr.
> 1 - LB309 Class II; less than 50% of constr.
> 0 - No fire, life, safety or legal issues.

Here are the designations of LB309 "Classes," paraphrased for clarity, and assigned a value as per the scale above:

Definition of Class I
(F/LS) Improvements necessary because the safety of persons is IMMEDIATELY, DIRECTLY, and CLEARLY IMPERILED, **OR**   (F/LS) CODE OFFICIALS have determined that improvements are needed IMMEDIATELY to ensure safety of persons, **OR**   (ADA) Improvements CLEARLY necessary for COMPLIANCE with ADA act, **OR**   (+) ACCREDITATION or closing of the facility in IMMEDIATE jeopardy if improvements are not completed.
Scoring 　　 If more than 50% of construction = 4 points   　　 If less than 50% of construction = 3 points
Definition of Class II
(F/LS) Improvements MAY BE necessary to comply with codes and to AVOID potential danger, **OR**   (ADA) Improvements MAY BE necessary to comply with ADA Act and to AVOID possible non-compliance, **OR**   (+) ACCREDITATION or closing of the facility in MAY BE in jeopardy if improvements are not completed.
Scoring 　　 If more than 50% of construction = 2 points   　　 If less than 50% of construction = 1 points
Beyond Class II = 0 points
(F/LS) Improvements provide safer environment, but are NOT REQUIRED for code compliance or legal requirement.   (ADA) Improvements provide better accessibility, but are NOT REQUIRED for ADA compliance.

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Project Rating Criteria Scoring for 2015-2017 Budget Requests

EXAMPLES:

1. Fire sprinkler system requested by Fire Marshall OR clearly a code violation, and less than 50% of the construction cost of a renovation project   3 points (Class I)

2. Fire sprinkler system not necessarily a code violation, and less than 50% of the construction cost of a renovation project   1 point (Class II)

3. Boiler "red-tagged" by inspector for replacement, and less than 50% of the construction cost of a renovation project   3 points (Class I)

4. Boiler "red-tagged" by inspector for replacement, and the replacement is the entire project (more than 50% of construction cost)   4 points (Class I)

5. Accreditation review citation for emergency generator, and the closing of the facility or losing of accreditation is imminent, and more than 50% of construction   4 points (Class I)

6. Accreditation review citation for window hazard, but the closing of the facility or losing of accreditation is NOT imminent, and more than 50% of constr.   2 points (Class II)

7. Prison is over 150% of capacity, there are existing lawsuits, and the project is to build a new housing facility (more than 50% of construction)   4 points (Class I)

8. An ADA elevator is CLEARLY needed for ADA compliance, but is less than 50% of the construction cost of a renovation project   3 points (Class I)

9. A second ADA elevator is desired for better access of residents in a certain part of a facility
          0 points (Beyond Class II)

10. The existing fire alarm system meets code, but a new, addressable system is desired to connect with other facilities   0 points (Beyond Class II)

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Task Force for Building Renewal

Agencies are encouraged to consult the *Task Force for Building Renewal Handbook* for guidelines to Building Renewal projects, or visit the Task Force website at das.nebraska.gov/309/. The *Handbook* makes reference to buildings and projects not eligible for Task Force funds, and lists other types of projects that are either limited or restricted in terms of funding. Agencies are encouraged to submit for review draft plans and specifications on new construction and renovations.

Building Renewal Requests

Pursuant to Nebraska R.R.S. 81-173 to 81-191.01, requests for building renewal are divided into four categories: deferred repair, fire and life safety, ADA and energy conservation. Each category is made up of projects and classes (or priorities). Please complete the Building Renewal Request screen. After completing this, the four categories are to be prioritized in the same priority list on the Capital Construction Request Summary screen with all other construction and renovation projects.

Buildings not owned by the State, revenue bond buildings and buildings being purchased through lease purchase are not eligible for funding. Please refer to the *Handbook* for requirements pertaining to building acquisitions.

In preparing to complete a Building Renewal Request, agencies should follow these procedures:
1. Identify all deferred repair, fire and life safety, ADA and energy conservation projects by building, and categorize according to the major thrust of the project.

2. Identify those projects which may be an emergency. For the purpose of this biennial budget submission, an emergency is a project that needs to be addressed prior to the start of the request biennium.

3. Assemble project cost. There should be a minimum of three items: Design Fees, Construction Costs, and Contingency.

4. For each category or type of project; deferred repair, fire and life safety, ADA, and energy conservation; identify Class I and Class II priorities according to the definitions supplied in item 8. All funding for a project must be in the same class; projects cannot be split between two classes.

5. Determine funding sources. Note that cooperative funding is not required for this request cycle. However, it is highly encouraged.

6. Determine whether a project is "materials only." A materials only project is one where the agency provides the labor for the project using its own staff, and the Task Force provides funding only for the materials.

7. Complete the Building Renewal Request making sure to check the "emergency" and "materials only" boxes (if applicable), and the appropriate "type" and "class" boxes. In the Narrative section, an explanation should be completed for each project, to provide the Task Force for Building Renewal with specific and detailed background information and justification for the funding request, as well as cost estimates. This information is important in evaluating projects for funding consideration. Narratives should include the need for the project, a detailed plan for repair or modification, the potential savings to be realized and where applicable, the estimated payback period (with a description of the method used for determination). Also, if the project can be phased over more than one year, explain these points and provide a potential "phased funding" schedule.

8. Assign each project a priority rank. That is, if you have a total of 100 projects in the two classes, and 40 are deferred repair, 30 are fire and life safety, 20 are ADA and 10 are energy conservation, there would be 100 projects ranked from 1 to 100. (It is assumed, however, by definition that all Class I projects are a higher priority than Class II projects). Note that individual prioritization of Class II projects beyond the first 100 total projects is optional. Also note that for agencies with large campuses, it is acceptable to prioritize by campus.

9. The four major categories or types of building renewal requests (deferred repair, fire and life safety, ADA and energy conservation) should each be prioritized along with the new construction, renovation, land

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acquisition and major equipment purchase projects on the Capital Construction Request Summary screen. For example, fire and life safety might have a priority of 1, deferred repair might have a priority of 2, ADA might have a priority of 3, energy conservation might have a priority of 4, and construction of a new office building might have a priority of 5.

It should be noted that no additional capital construction and/or renewal budget submission should be necessary in the mid-biennium. With the exception of projects or emergencies not included in the Class I request, or significant changes in priorities, no additional submission should be required in the summer or fall of 2015. Agencies should be far enough along on preventive maintenance plans that the vast majority of renewal requests will be known and scheduled for the September 15, 2014 budget request submission, minimizing future emergency requests. The Task Force for Building Renewal will continue to accept true emergency requests throughout the year.

When identifying projects and buildings, you will be required to use the state-assigned building "tag" numbers as defined on NIS.

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Definitions and Classifications of Project Requests for Deferred Building Renewal

1. **FIRE/LIFE SAFETY: Requests to correct or repair structural, mechanical, or other defects in a building or its components, or utility systems which endanger the lives or health of state employees or the general public. Such requests bring the facilities, components, or utility systems into compliance with current fire safety, life safety, and hazardous materials abatement requirements, and provide a safer structural environment. Requests for funding to provide fire/life-safety improvements are divided into two classes:**

   Class I   Building or utility system changes/modifications which are required to rectify a situation where the health and well-being of the occupants of a building are immediately, directly, and clearly imperiled, or where local, state or federal code officials have determined certain fire/life-safety improvements are needed immediately in order to ensure the safety of building occupants or users.

   Class II   Other building changes/modifications which may be necessary to comply with fire/life-safety codes and to avoid potential danger to the health and safety of the building occupants.

2. **DEFERRED MAINTENANCE: Requests to repair structural or mechanical defects that would endanger the integrity of a building, utility system or their components or allow the unwanted penetration of a building or system by the outdoor elements. Requests for funding of deferred repair projects are divided into two classes:**

   Class I   Items for immediate action to avoid unwanted penetration of a building by outdoor elements and to avoid costly damage to a building, utility system or their components. If these projects are not addressed, it could very possibly stop a program or a service from being achieved due to a building or utility system failure.

   Class II   Items of imperative need to correct problems that if neglected will quickly deteriorate further into Class I items, or that must be done to provide efficient use of the facility or system.

3. **AMERICANS WITH DISABILITIES ACT (ADA): Requests provide building and program accessibility for disabled and physically challenged individuals and bring a building into compliance with the 2010 ADA Standards for Accessible Design (2010 ADA). Requests should be limited to structural modifications to buildings or other requests normally handled through the capital construction process. Minor pieces of equipment, computer modifications, and other non-capital items should be included in the operating budget request. Requests for funding to provide accessibility for the disabled and physically challenged are divided into two classes:**

   Class I   Structural changes/modifications which have been clearly found to be necessary to comply with the 2010 ADA Standards for Accessible Design (2010 ADA) or which have been deemed necessary by physically challenged individuals in order to work or gain program access in a facility.

   Class II   Other structural changes or modifications which may be necessary to comply with Americans with Disabilities Act (ADA) federal law.

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4. **ENERGY CONSERVATION: Requests whose primary emphasis is the reduction of energy consumption by a building, utility system or their components. The objectives of the conservation request, along with financing options, should be included in requested projects. Requests for funding of energy conservation projects are divided into two classes:**

Class I   Items for immediate action to correct deficiencies creating excessive use of energy resources. Projects for which energy conservation measure funding applications have been or are planned to be submitted to the Nebraska Energy Office should be included in this category. Simple payback should be five (5) years or less.

Class II   Items which if not addressed will create an additional strain on energy resources and which if accomplished would result in operating expenditure reductions. Simple payback should be five (5) to ten (10) years.

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Capital Construction Request Summary Instructions

Purpose

➤ The Capital Construction Request Summary shows all of the Capital Construction Project Requests entered by the agency. It also reflects the totals of all of the Building Renewal Projects, by Category - ADA, Fire/Life Safety, Deferred Repair, and Energy Conservation. The Request Summary screen is used by an agency to designate its capital construction priorities.

Getting Started

In the left-margin Menu, under **Capital Construction/Building Renewal**, click on "**Request Summary**." The **Capital Construction Request Summary** Screen will be loaded.

- *Budget Cycle* defaults to the current cycle.
- Select *Agency* and *Version* from the options that have been assigned to you (see Time-Saver Tip on the right margin).

1. Select "**All Assets**" from the **Building/Land** drop-down. This will provide a list of all capital construction projects and building renewal categories.
2. Click [Edit]. This will allow you to set the **Priority** number for each capital construction request relative to the building renewal categories.

Capital Construction Request Summary ?   »Edit

Budget Cycle: 2015-2017   Agency: 065 - ADMINISTRATIVE SERVICES   Version: A1 - AGENCY REQUEST

Building/Land: ALL ASSETS

[Save] [View Mode] [Reset]

▼Request

Description	Priority	Program	Program Name	Total	Prior Exp	FY15 Appr/Reappr	FY16 Request	FY17 Request	Future Request
DEFERRED REPAIR	0			$0			$0	$0	
ENERGY CONSERVATION	0			$0			$0	$0	
FIRE/LIFE SAFETY	0			$0			$0	$0	
ADA	0			$0			$0	$0	
FERGUSON HOUSE	0	921	FERGUSON HOUSE REPAIRS	$316,000			$1,000	$135,000	$180,000
Total				$316,000	$0	$0	$1,000	$135,000	$180,000

- Within the **Request** section, projects may be sorted by **Description**, by **Priority** number, or by **Program**. Simply click on the column headings to re-sort the list in the desired order.
- Enter a unique **Priority** number for each project or building renewal category. Rows with $0 Total cost do not need to be prioritized.

3. Select the **Narrative** section of the screen (the blue triangle expands/collapses the section). Use the Narrative to provide explanation of your agency's priorities for capital construction and to highlight any critical policy or other issues that relate to the construction priorities.
   - The **Explanation of Priorities** tab contains single, unlimited edit window.
   - All narrative tabs will display **Character Count** to assist with the satisfaction of the minimum and maximum character requirements. This value is updated when [Refresh] or [Save] are clicked.

▼Narrative

• *Explanation of Priorities*

Explanation of Priorities

Supporting Information (unlimited)   Minimum Characters: 50

The first two priorities are important building renewal projects for the agency - Energy Conservation and Deferred Repair in that order. The Energy Conservation projects take first priority due to the increasing cost of fuel and other energy sources.

[Browse...] [Attach]

[Save] [View Mode] [Reset]

- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, scroll your mouse over the icon for a description of that feature. The ▣ (i.e., **Maximize the Editor Size)** button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy and Paste** text into the edit windows using either the Ctrl-C and Ctrl-V features, or by using the buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied on Save.
- **Attach supporting files** (e.g., facilities master plans, program statements, picture files, etc.) by clicking the [Browse...] button to locate the desired file and then clicking the [Attach] button.

Capital Construction Reaffirmation Request Instructions

Purpose
➤ To summarize Reaffirmation requests to complete or continue previously funded capital construction projects. This screen shows total project costs, prior and current expenditures and future funding needs for each project.

Getting Started
In the left-margin Menu, under **Capital Construction/Building Renewal**, click on "**Reaffirmations**." The **Capital Construction Reaffirmations** Screen will appear.
- *Budget Cycle* defaults to the current cycle.
- Select *Agency, Division* (if applicable), and *Version* from the options that have been assigned to you (see Time-Saver Tip on the right margin).

Create a New Reaffirmation Request

1. Click on **New.** This will create a Capital Construction Reaffirmation Request.

2. Select a **Program**. Only the 900 series programs (i.e. capital construction programs) assigned to the user will be displayed. If the desired program is not found, please contact the State Budget Division to have one created.
   - Enter a **Project Name**.
   - Enter the Bill Number (LB #) reference, along with the year of the legislation and the bill section that authorizes the Project identified above.
3. Continuing on the **Request** tab, enter amounts as needed in fields provided (see screenshot below), beginning with **Prior Exp** (Project-to-Date expenditures through FY 2013-14) and the base year **FY15 Appr/Reappr**, then add reaffirmation request amounts for **FY16 Reafrm**, **FY17 Reafrm**, and future **Add Reafrm** (sum of future years).

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Capital Construction Reaffirmation Request Instructions

4. Enter **Funding** amounts for the reaffirmation request (General, Cash, NCCF, etc.) as needed for all columns. Once completed, Total Funding must match Total Request in each column.
    - Click [Save] to commit the data entered to the database and check for Variances.
    - Variances do not need to be resolved in order to save. However, all Variances must be resolved before your budget request can be submitted.

    Other Buttons:
    - Click [Refresh] to calculate Request and Funding Totals.
    - Click [Save] frequently to commit your changes to the database.
    - Click [Reset] to clear all amounts entered on the screen since the last save.

5. Select the **Narrative** tab to provide a short history, or background, on the financing of the project as well as an explanation of changes in the scope of the project or its cash flow, if any. The Reaffirmations narrative includes two tabs. See the Narrative Content section below for content guidelines on each tab.

    <div style="border:1px solid black; padding:5px;">

    Formatting TIP
    Avoid the use of *hard returns* when entering narrative text. Using hard returns prevents normal text "wrap" and hinders publication.

    </div>

    - The narrative tab currently selected appears in the **information bar**.
    - Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited edit window. The limited edit window is intended to be included in various standardized reports that will be generated from the system, such as the Governor's budget recommendations.
    - All narrative tabs will display **Character Count** to assist with the satisfaction of the minimum and maximum character requirements for each edit window. This value is updated when [Refresh] or [Save] are clicked.
    - The **Background** tab contains two edit windows. The **Additional Information** tab provides a single, unlimited edit window.

    ▼Narrative

• *Background*	Additional Information

    Background

    Information for Publication (limited)   Minimum Characters: 50   Maximum Characters: 700

    the Ferguson House is a historical landmark which currently provides office space on the first floor for state agencies. The second floor requires extensive repair and remodeling in order to make it usable for state agency tenants. The project was started in FY 2007-08 with architectural plans for space renovation, repair, and an elevator replacement. The project will extend through FY 2012 and will be funded out of a combination of private grants and federal historical preservation funding.

    Supporting Information (unlimited)   Minimum Characters: 0

    - If the number of characters in the section exceeds the **Maximum Characters** allowed the information will **NOT** be saved but the **Character Count** will be updated. Reduce the number of characters to under the maximum, then save.
    - Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The ▭ (i.e., **Maximize the Editor Size)** button simply toggles you back and forth from full-screen editor mode to the normal screen.
    - **Copy and Paste** text into the edit windows using either the Ctrl-C and Ctrl-V features, or the [icons] buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied on Save.
    - **Attach supporting files** (e.g., program statements, project plans, picture files, etc.) by clicking the [Browse...] button to locate the desired file and then clicking the [Attach] button. <u>Attachments should not be referenced in the limited Information for Publication edit window as the attachments will not be included with all reports.</u>

<div style="border:1px solid black; padding:5px;">

CAUTION: You <u>must</u> click [Save] whenever exiting a screen <u>or risk losing unsaved data</u>. Save frequently to avoid data loss.

</div>

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Capital Construction Reaffirmation Request Instructions

Edit an Existing Reaffirmation Request

1. While in View Mode, click an existing reaffirmation request's **Project Title** from the projects listed in the **Summary by Agency** tab or **Summary by Program** tab under the **Summary** section of the screen. This will open the project's detail information.

- Click **Edit** to begin making any desired changes.
- Follow Steps 3-5 under <u>Create a New Reaffirmation Request</u> to continue editing the existing project.

Reaffirmation Project - Narrative Content

Background – Provides a brief description and a short history of the project. The source of prior funding amounts should be identified as well as the anticipated length of the project, completion date, and any changes in the overall scope, cost, or timing of the project since it was originated.

Additional Information – Includes any other information which would assist in understanding the request.

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Capital Construction Project Request Instructions

Purpose

➤ To provide detailed information on the funding requirements of individual capital construction projects, provide narrative substantiating the request, and to identify anticipated operating costs and revenues for the facility once the construction or major renovation project is completed. Agencies should submit a Capital Construction Request for new projects if the work transcends routine maintenance. Key tests for whether a Capital Construction Request is required are: a) does the Project extend the life of existing facilities; b) does the Project have a significant fiscal impact which would not routinely be part of the Operating Budget; c) does the Project represent an expenditure that is not made routinely every seven years or less for minor repair and maintenance; and d) does the Project change the nature or scope of programs.

Getting Started

In the left-margin Menu, under **Capital Construction/Building Renewal**, click on **Cap. Const. Projects**.

- *Budget Cycle* defaults to the current cycle.
- Select *Agency, Division* (if applicable), and *Version* from the options that have been assigned to you (see Time-Saver Tip #1 on the right margin).

Create a New Project Request

1. Click on **New**. This will create a new Capital Construction Project Request. **Note:** The Project's **Priority Number** will be set later on the Capital Construction Request Summary screen.

2. Select a *Program*. Only the 900 series programs (i.e. capital construction programs) assigned to the user will be displayed. If the desired program is not found, please contact the State Budget Division to have one created.

- Click on *Search Building/Land* to open a search screen. Enter the criteria for the search in any of the available fields such as Tag#, Asset Description, Site, etc.

- Click *Search*. Find the Building/Land you wish to identify from the search results. Click **Select**. This will return you to the project screen with the selected building/land identified.

3. Select the project's **Request** tab.

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Capital Construction Project Request Instructions

4. Enter project amounts as needed in the fields provided (see screenshot below), beginning with **Prior Exp** (Project-to-Date through FY 2013-14) and the base year **FY15 Appr/Reappr**, then add request amounts for **FY16 Request**, **FY17 Request**, and **Future Add Request** (sum of future reaffirmation requests).

> **Project Cost Categories:**
> - **Program Planning** - anticipated professional fees and related costs required to develop a program Statement and to document the need for a specific project.
> - **Professional Fees** - all professional services necessary for the proper implementation of a Project. This includes costs for schematics; preliminary plans; contract documents; legal costs; services by Engineers and Architects hired outside the Agency; and services performed by agency personnel such as project management and inspections. As a guideline, Professional Fees generally comprise 7% - 10% of the construction cost of a Project.
> - **Construction** - estimates for the complete implementation of the Project on a fiscal year cash flow basis. Includes cost of General/Mechanical work; Electrical/Elevator; Fixed Equipment; and Utility Connections and Site Work.
> - **Miscellaneous** - includes costs for Moveable Furniture and Equipment; Technical Equipment specific to the building use; Land Acquisition (if applicable); Art Work (general guideline is 1% of the **Construction** total, less $500,000 for new construction or $250,000 for remodeling of an existing facility); and Contingency costs (which should be based on 5% - 10% of **Construction** total).

Program: 921 - FERGUSON HOUSE REPAIRS   Building/Land: 65B0121300B - FERGUSON HOUSE   Search Building/Land

Tabs: ● Request | Narrative | Operating Costs

Priority: 0

Program Planning

	Total	Prior Exp	FY15 Appr/Reappr	FY16 Request	FY17 Request	Future Add Request
Program Planning	$0					
Total	$0	$0	$0	$0	$0	$0

Professional Fees

	Total	Prior Exp	FY15 Appr/Reappr	FY16 Request	FY17 Request	Future Add Request
Architect/ Engineers	$0					
In-house Services	$0					
Total	$0	$0	$0	$0	$0	$0

Construction

	Total	Prior Exp	FY15 Appr/Reappr	FY16 Request	FY17 Request	Future Add Request
General/ Mechanical/ Electrical/ Elevator	$0					
Fixed Equipment	$0					
Utility Connect/ Site Work	$0					
Total	$0	$0	$0	$0	$0	$0

Miscellaneous

	Total	Prior Exp	FY15 Appr/Reappr	FY16 Request	FY17 Request	Future Add Request
Moveable Equipment	$0					
Special or Technical Equipment	$0					
Land Acquisition	$0					
Art Work	$0					
Other	$0					
Project Contingency	$0					
Total	$0	$0	$0	$0	$0	$0
Total Request	$0	$0	$0	$0	$0	$0

5. Enter **Funding** amounts for the project (General, Cash, NCCF, etc.) as needed for all columns. Once completed, Total Funding must match Total Request in each column.
   - Click [Save] to commit the data entered to the database and check for Variances.
   - Variances do not need to be resolved in order to save. However, all Variances must be resolved before your budget request can be submitted.

Funding

	Total	Prior Exp	FY15 Appr/Reappr.	FY16 Request	FY17 Request	Future Add Request
General Fund	$115,000				115,000	
Cash Fund	$51,000			1,000	20,000	30,000
Federal Fund	$0					
Revolving Fund	$0					
Other Fund	$0					
NCCF	$150,000					150,000
Total Funding	$316,000	$0	$0	$1,000	$135,000	$180,000

Variance

	Total	Prior Exp	FY15 Appr/Reappr	FY16 Request	FY17 Request	Add Request
Total Request	$316,000	0	0	1,000	135,000	180,000
Total Funding	$316,000	0	0	1,000	135,000	180,000
Variance	$0	0	0	0	0	0

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[Save] [View Mode] [Reset] [Refresh]

Capital Construction Project Request Instructions

Other Buttons:

- Click **Refresh** to calculate Request and Funding Totals.
- Click **Save** frequently to commit your changes to the database.
- Click **Reset** to clear all amounts entered on the screen since the last save.

6. Select the project's **Narrative** tab. Click the Edit button. The Capital Construction Project Request narrative includes five tabs. See the Narrative Content section below for content guidelines on each tab.
   - The narrative tab currently selected appears in the **information bar**.
   - Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited edit window. The limited edit window is intended to be included in various standardized reports that will be generated from the system, such as the Governor's budget recommendations.
   - All narrative tabs will display **Character Count** to assist with the satisfaction of the minimum and maximum character requirements for each edit window. This value is updated when **Refresh** or **Save** are clicked.
   - The **Description** and **Justification** tabs offer two edit windows. The **Comprehensive Capital Facilities Plan information, Project Status and Time Schedule,** and **Additional Information** tabs provide a single, unlimited text window.

Narrative

| Description | • *Justification* | Comprehensive Capital Facilities Plan Information | Project Status and Time Schedule | Additional Information |

Justification

Information for Publication (limited)   Minimum Characters: 50   Maximum Characters: 700

The Capitol Environs Master Plan proposes a long-range goal of providing a mall-like appearance on the East side of the State Capitol, along J Street, similar to the Lincoln Mall on the West side.

Supporting Information (unlimited)   Minimum Characters: 50

The section of J Street extending east from the State Capitol is actually offset from the rest of the street. in order to provide a consistent width to this street, the building on 1717 J Street needs to be removed and the lot shortened to accommodate street widening.

[Browse...] [Attach]

[New] [Save] [View Mode] [Reset] [Refresh]

Formatting TIP
Avoid the use of *hard returns* when entering narrative text. Using hard returns prevents normal text "wrap" and hinders publication.

- If the number of characters in the section exceeds the **Maximum Characters** allowed the information will **NOT** be saved but the **Character Count** will be updated. Reduce the number of characters to under the maximum, then save.
- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The [icon] (i.e., **Maximize the Editor Size)** button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy and Paste** text into the edit windows using either the Ctrl-C and Ctrl-V features, or by using the [icons] buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied on Save.
- **Attach supporting files** (e.g., program statement, project plans, picture files, etc.) by clicking the [Browse...] button to locate the desired file and then clicking the [Attach] button. Attachments should not be referenced in the limited Information for Publication edit window as the attachments will not be included with all reports.

CAUTION: You must click [Save] whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data

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Capital Construction Project Request Instructions

Capital Construction Project - Narrative Content

Description – Provides the "What" for the project. An overview of the project that includes the general plan, timing, and objectives of the project. Also reference or attach any additional information or reports (i.e. program statement).

Justification – Provides the "Why" for the project. Describes the basis or need for the project, the consequences of not doing the project, and the benefits of completing the project.

Comprehensive Capital Facilities Plan Information – How the project conforms to the agency's master plan for capital construction. Also details any project costs beyond the 2-year biennial budget period.

Project Status and Time Schedule – Describes the various phases of the project and provides a proposed construction timetable.

Additional Information – Includes any other information which may assist in understanding the request.

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Capital Construction Project Request Instructions

Capital Construction Project Request – Operating Costs

As part of a new Capital Construction Project Request, the requesting agency must include information on the estimated costs and revenues that are expected as a result of the project for three years past completion. The Operating and Maintenance (**O&M**) costs and the Programmatic (**Prog**) costs are to be listed separately.

Getting Started

1. Verify that the screen is in View Mode. Select the project's **Operating Costs** tab. **Operating Costs** provides information relative to anticipated operating expenditures and revenues for the facility once the construction or major renovation project is completed. This should reflect the costs for the first year of operation of the facility, even if the first year of operation is a partial year, along with estimates for the two subsequent years.

2. Click on the Operating Costs **Request** tab. Two types of Expenditures are identified in this Section: Operating and Maintenance (**O&M**) costs, which are related to opening and operating the facility (utilities, custodial services, maintenance, grounds, etc.), and Programmatic (**Prog**) costs, which relate to the additional costs necessary to provide programs of service or function in the facility.

   - Click the Edit button.
   - Click the ☐ Add Program-SubProgram ☐ button.
   - Select the operating **Program** and **Subprogram**.
   - Under the **Permanent Salaries** section, add Job Codes as needed. If the Job Code is known enter the code and click **Add,** otherwise click ☐ Search Job Codes ☐. On the search screen, the Job Code field will search for codes that begin with what is entered while the Job Title field will search for the characters entered anywhere in the Title. Click on **Search**.
   - You may select multiple Job Codes from the search results. Click **Submit** to return to the previous screen with the selected Job Code(s).
   - Begin entering O&M FTE and Salary and/or Programmatic FTE and Salary amounts for each year shown.
   - Point your mouse over the Job Code to see the full Job Title.
   - Job Codes added unnecessarily can be deleted by clicking the 🗑 button.
   - Click ☐ Save ☐ to commit the data entered to the database. The salary information will automatically be included in the 511100 Object under the **Request** section.

NOTE:
The default **Starting FY** is **2018**.

You may enter a different **Starting FY** by entering the correct year and clicking ☐ Set ☐.

   - Under the **Request** section, add Object Codes as needed. If the Object Code is known enter the code and click **Add**, otherwise click ☐ Search Object Codes ☐. On the search screen, the Object Code field will search for codes that begin with what is entered while the Object Description field will search for the characters contained in the Description. Click on **Search**.
   - You may select multiple Object Codes from the search results. Click **Submit** to return to the previous screen with the selected Object Code(s).
   - Begin entering O&M and/or Programmatic expenditure estimates for each year shown.
   - Point your mouse over the Object Code to see the full Object Description.
   - Object Codes added unnecessarily can be deleted by clicking the 🗑 button.
   - Click ☐ Save ☐ to commit the data entered to the database.

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Capital Construction Project Request Instructions

3. Enter amounts under **Funding** (General, Cash, etc.) as needed for all columns. Once completed, Total Funding must match Total Request in each column.
   - Click **Save** to commit the data entered to the database and check for Variances.
   - Variances do not need to be resolved in order to save. However, all Variances must be resolved before your budget request can be submitted.

4. If the facility will generate revenue (such as rent) once the project is completed, revenue estimates should be entered under the **Revenue Codes** section.
   - If the revenue Object Code is known enter the code and click **Add**, otherwise click **Search Revenue Codes**. On the search screen, the <u>Revenue Code</u> field will search for codes that begin with what is entered while the <u>Description</u> field will search for the characters contained in the description. Click on **Search**.

Funding

Total Funding

Fund Type	FY18 O&M Fund	FY18 Prog Fund	FY19 O&M Fund	FY19 Prog Fund	FY20 O&M Fund	FY20 Prog Fund	
General Fund							
Cash Fund							
Federal Fund							
Revolving Fund							
Other Fund							
Total	$0	$0	$0	$0	$0	$0	
PSL Request	$0	$0	$0	$0	$0	$0	

Variance

	FY18 O&M	FY18 Prog	FY19 O&M	FY19 Prog	FY20 O&M	FY20 Prog	
Total Request	0	0	0	0	0	0	
Total Funding	0	0	0	0	0	0	
Variance	0	0	0	0	0	0	

▽Revenue Codes

Revenue Code: [ ] [Add] [Search Revenue Codes]

   - You may select multiple Object Codes from the search results. Click **Submit** to return to the previous screen with the selected Revenue Code(s).
   - Begin entering revenue estimates for each year shown.
   - Point your mouse over the Code to see the full Description.
   - Revenue Object Codes added unnecessarily can be deleted by clicking the 🗑 button.

▽Revenue Codes

Revenue Code: [ ] [Add] [Search Revenue Codes]

Object Code↑	FY18 O&M Req	FY18 Prog Req	FY19 O&M Req	FY19 Prog Req	FY20 O&M Req	FY20 Prog Req	Del
471100							🗑
Totals	$0	$0	$0	$0	$0	$0	

   - Click **Save** to commit the data entered to the database.
   - Click on View Mode to leave Edit Mode.

NOTE: The Operating Costs **Summary** tab displays the Request and Funding data in summary fashion, by year. No data entry is required on this screen.

Edit an Existing Project Request

1. While in View Mode, click an existing project's *Building/Land Description* from the **Summary** section of the screen. This will open the project's detail information. Click **Edit** to begin making any desired changes.
   - Follow Steps 3-10 under <u>Create a New Project Request</u> above to continue editing the existing project.

▽Summary

[• Summary By Agency] [Summary By Program] [Summary by Building/Land]

Building/Land Description↑	Program#	Priority	Total	Prior Exp	FY15 App/Reap	FY16 Request	FY17 Request	Future Request	Delete
»FERGUSON HOUSE	921 - FERGUSON HOUSE REPAIRS	0	$316,000			1,000	135,000	180,000	🗑
Total Request			$316,000	$0	$0	$1,000	$135,000	$180,000	

V4.0

Building Renewal Project Request Instructions

Purpose
➤ To identify Building Renewal Project Request for specific buildings by four major types: Deferred Repair, Energy Conservation; Fire/Life Safety, and ADA (Americans with Disabilities Act compliance). Project costs are categorized as Class I (occurring in FY 2015-16) or Class II (occurring in FY 2016-17). The screen also identifies the percent of the total project cost to be financed by the agency's cooperative funding including the specific fund types to be used by the agency.

Getting Started
In the left-margin Menu, under **Capital Construction/Building Renewal**, click on "**Bldg. Renew. Projects**."
- *Budget Cycle* defaults to the current cycle.
- Select *Agency*, *Division* **(if applicable), and** *Version* from the options that have been assigned to you (see Time-Saver Tip on the right margin).

Create a New Building Renewal Project Request

1. Click on **New.** This will create a new Building Renewal Project.

Click on **Search Building/Land** to open a search screen. Enter the criteria for the search in any of the available fields such as Tag#, Asset Description, Site, etc.

- Click **Search.** Find the Building/Land you wish to identify from the search results. Click **Select**. This will return you to the project screen with the selected building/land identified.
- Select a **Project** name from the pre-populated drop down list of common projects. Alternatively, you may select **New** to create a more unique project name. If a New project name is created, select a **Project Code** from among the Building Renewal Task Force defined drop-down list of codes.
2. Check the appropriate box(es) if the project is a **Duplicate Project** (part of, or related to, a Capital Construction Project Request); an **Emergency Request** (requiring attention prior to start of the 2015-2017 biennium); or a **Materials Only** Request (labor provided by the agency). **Note:** See instructions below for setting the project's **Priority Number**.
3. Continuing on the **Request** tab, enter project amounts as needed in the fields provided (see screenshot below) for each project type (Deferred Repair, Energy Conservation, etc.) under the **FY16 Class I** and/or **FY17 Class II** columns.
   - Enter the **Cooperative Funding** percentage (the percentage of the Building Renewal Project total cost that the agency will be providing from their operating budget, as opposed to the portion of the cost to be covered by the Task Force for Building Renewal). Click **Set**. This will calculate the project funding to come from 309 Taskforce Funding and from agency Cooperative Funding.

V4.0

Building Renewal Project Request Instructions

4. Enter amounts under **Cooperative Funding** (General, Cash, etc.) as needed for both columns. Once completed, the Total Cooperative Funding must match the Cooperative Fund amount in each column in the Funding section calculated above.

   - Click **Save** to commit the data entered to the database and check for Variances.
   - Variances do not need to be resolved in order to save. However, all Variances must be resolved before your budget request can be submitted.
   - Click View Mode to leave Edit Mode.

Other Buttons:

   - Click **Refresh** to calculate Request and Funding Totals.
   - Click **Save** frequently to commit your changes to the database.
   - Click **Reset** to clear all amounts entered on the screen since the last save.

5. Select the project's **Narrative** tab to provide detailed explanation and justification for each individual Building Renewal Project Request. The narrative provides the basic information for the Task Force for Building Renewal to begin evaluation of the project. See the Narrative Content section below for content guidelines on each tab.

   - Click the Edit button.
   - The narrative tab currently selected appears in the **information bar**.
   - Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited edit window. The limited edit window is intended to be included in various standardized reports that will be generated from the system, such as the Governor's budget recommendations.
   - All narrative tabs will display **Character Count** to assist with the satisfaction of the minimum and maximum character requirements for each edit window. This value is updated when **Refresh** or **Save** are clicked.
   - The **Description** and the **Justification** tabs contain two edit windows. The **Project Status and Time Schedule** and the **Additional Information** tabs each provide a single, unlimited edit window.

Formatting TIP
Avoid the use of *hard returns* when entering narrative text. Using hard returns prevents normal text "wrap" and hinders publication.

V4.0

Building Renewal Project Request Instructions

- If the number of characters in the section exceeds the **Maximum Characters** allowed the information will **NOT** be saved but the **Character Count** will be updated. Reduce the number of characters to under the maximum, then save.
- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, scroll your mouse over the icon for a description of that feature. The ⬜ (i.e., **Maximize the Editor Size)** button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy and Paste** text into the edit windows using either the Ctrl-C and Ctrl-V features, or the 📋 📋 📋 buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied on Save.
- **Attach supporting files** (e.g., program statement, project plans, picture files, etc.) by clicking the [Browse...] button to locate the desired file and then clicking the [Attach] button. Attachments should not be referenced in the limited Information for Publication edit window as the attachments will not be included with all reports.

CAUTION: You must click [Save] whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

Edit an Existing Building Renewal Project Request

1. While in View Mode, click an existing project's **Building/Land Description** from the **Summary** section of the screen. This will open the project's detail information.
   - Click [Edit] to begin making any desired changes.
   - Click the triangle icon to collapse or expand the Summary section.
   - Follow Steps 2-5 under Create a New Building Renewal Project Request to continue editing the existing project.

Building Renewal Request - Narrative Content

Description - Provides the "What" for the project. An general overview of the project, as well as a description of the objectives of the project. This narrative also explains how the project type was determined, such as Deferred Repair, ADA, etc. It should also identify the percentage of agency Cooperative Funding.

Justification - Provides the "Why" for the project. Describe the basis or need for the project and the consequences of not doing the project and the benefits of doing it?

Project Status and Time Schedule - Describes the various phases of the project and provides a proposed construction timetable. Also describe whether the project is part of a Capital Construction Project Request.

Additional Information - Includes any other information which may assist in understanding the project request.

V4.0

Building Renewal Project Request Instructions

Edit Priorities

> **IMPORTANT NOTICE**
>
> All Class I Building Renewal Project Requests require a unique **Priority** number. All Class I and Class II Projects, up to the first 100, regardless of class, must have a unique **Priority** number.
>
> For agencies with large campuses, it may be possible to prioritize by campus. Check with your assigned budget analyst to see if this applies to your agency.

1. While in View Mode, click [Edit Priorities Only] . This will allow entry of a number in the **Priority** field for each project.
   - You can sort the projects by **Building/Land Description**, **Project** Description, or **Priority** number, by clicking on the applicable column heading.
2. Enter the priority for each project in the box under **Priority**. Click **Save Priorities**.
   - Priority numbers are not required in order to save. However, a priority number, where required, must be present before your budget request can be submitted (see Important Notice above for specific requirements).

Building Renewal Request ❓   »Edit

Budget Cycle: **2015-2017**   Agency: **065 - ADMINISTRATIVE SERVICES**   Division: **04 - SBD**   Version: **A1 - AGENCY REQUEST**

[Save Priorities] [View Mode] [Reset]

▽ **Summary**

• Summary By Agency

Building/Land Description↑	Project	Priority	Total	Class I	Class II
65B0000200B - GOVERNOR'S MANSION	FASCIA/SOFFIT UPGRADE		$14,500	4,500	10,000
Total Request			$14,500	$4,500	$10,000

[Save Priorities] [View Mode] [Reset]

V4.0

Building Renewal Project Copy Instructions

Purpose
➤ Allows an agency to copy a Building Renewal Project which was prepared as a 2013-2015 budget request to the 2015-2017 budget request.

Capital Construction/Building Renewal
- ▲ Request Summary
- ▲ Reaffirmations
- ▲ Cap. Const. Projects
- ▲ Bldg. Renew. Projects
- ▲ Bldg. Renew. Copy

Getting Started
In the left-margin Menu, under **Capital Construction/Building Renewal**, click on "**Bldg. Renew. Copy**." The **Copy Building Renewal Projects** Screen will appear. The screen is split into two list boxes, **Select Agencies** and **Select Building Renewal Projects**.

- The target fiscal year is the current budget cycle. The source fiscal year is previous budget cycle.
- Only projects that were included in the final version of the source fiscal year may be copied.

Copy a Building Renewal Project Copy

Copy Building Renewal Projects ❓

Budget Cycle (Target) : 2015-2017   Budget Cycle (Source) : 2013-2015

Select Agencies

```
*****************************
----- ALL AGENCIES -----
013 - DEPT OF EDUCATION
025 - DEPT OF HEALTH & HUMAN SERVICES
031 - MILITARY DEPARTMENT
033 - GAME & PARKS COMMISSION
046 - DEPT OF CORRECTIONAL SERVICES
050 - NEBRASKA STATE COLLEGES
051 - UNIVERSITY OF NEBRASKA
054 - STATE HISTORICAL SOCIETY
065 - DEPT OF ADMINISTRATIVE SERVICES
```

Select Building Renewal Projects

```
******************************************************
65B0167300B - ADMINISTRATION & SCHOOL BLDG. : BUILDING - MASONRY REPAIRS
65B0167300B - ADMINISTRATION & SCHOOL BLDG. : BUILDING - WINDOW REPAIR/REPLACE
65B0167300B - ADMINISTRATION & SCHOOL BLDG. : SITEWORK - AREA WAY REPAIR
65B0167300B - ADMINISTRATION & SCHOOL BLDG. : BUILDING - PAINT
65B0167300B - ADMINISTRATION & SCHOOL BLDG. : INTERIOR - ADA RESTROOM UPGRADE
65B0167300B - ADMINISTRATION & SCHOOL BLDG. : MECHANICAL - HVAC REPLACEMENT
65B0167300B - ADMINISTRATION & SCHOOL BLDG. : ENERGY - ENERGY AUDIT RECOMMENDATIONS
65B0167300B - ADMINISTRATION & SCHOOL BLDG. : PLUMBING - FIRE MAIN DISTRIBUTION SERVICE
23S0256500B - ADMINISTRATION OFFICE : BUILDING - BUILDING ENVELOPE UPGRADE
65B0166100B - COTTAGE FIVE : BUILDING - WINDOW AND DOOR REPLACEMENT
[COPIED] 65B0166100B - COTTAGE FIVE : MECHANICAL - HVAC REPLACEMENT
65B0166000B - COTTAGE FOUR : BUILDING - WINDOW AND DOOR REPLACEMENT
65B0166000B - COTTAGE FOUR : MECHANICAL - HVAC REPLACEMENT
65B0166300B - COTTAGE ONE : MECHANICAL - HVAC REPLACEMENT
65B0166300B - COTTAGE ONE : BUILDING - WINDOW AND DOOR REPLACEMENT
65B0165600B - COTTAGE SEVEN : BUILDING - WINDOW AND DOOR REPLACEMENT
65B0165600B - COTTAGE SEVEN : ELECTRICAL - FIRE ALARM UPGRADE
65B0165600B - COTTAGE SEVEN : MECHANICAL - HVAC REPLACEMENT
65B0165900B - COTTAGE SIX : MECHANICAL - HVAC REPLACEMENT
```

Copy Attachments ? ☑

[Copy] [Refresh Projects]

Select an **Agency** from the list in the left selection box from the agencies that have been assigned to you.
1. Select **Building Renewal Project** from the right selection box.
   - Projects are sorted in **Asset Tag** order.
   - Multiple projects may be selected.
     - Hold **CTRL** key to select multiple individual projects that are not in sequence.
     - Hold **SHIFT** to select a range of projects.
   - If a project has been copied previously, **[COPIED]** will appear at the beginning. If it is recopied any changes previously made to the project in the 2015-2017 budget cycle will be overwritten.
2. Check **Copy Attachments?** to also copy attachments from the 2013-2015 budget request.
3. Click [Copy] to copy the selected projects to the 2015-2017 budget request.
4. Upon completion, copied projects will be listed in the Summary section of the Building Renewal Projects screen.

V4.0

SECTION IV

State Agency Information Technology

GENERAL INSTRUCTIONS
Information Technology

Information Technology Project Proposals

    The Nebraska Information Technology Commission (NITC) is required by statute to "make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel..." Neb. Rev. Stat. §86-516(8). "Governmental entities, state agencies, and noneducation political subdivisions shall submit all projects which use any combination of general funds, federal funds, or cash funds for information technology purposes to the process established by sections 86-512 to 86-524. The commission may adopt policies that establish the format and minimum requirements for project submissions." Neb. Rev. Stat. §86-516(5). In order to perform this review, the NITC require agencies/entities to complete this form when requesting funding for technology projects. Detailed information can be found at http://nitc.ne.gov/standards/1-202.html.

    Note that any project which requires an increase in appropriation for FY2015-16 and/or FY2016-17 must be entered as a separate "IT Issue" on the Issue Details screen of the Nebraska Budget Request and Reporting System (NBRRS). The costs identified as part of an IT Project Proposal are in a format as required by the NITC and are not copied to the IT Issue. Unlike the IT Project Proposal, the IT Issue uses job codes and object codes to identify costs. An agency should only request an increase in appropriations if the current level of appropriation is not sufficient to fund the IT Project Proposal.

Agency Information Technology Plan (IT Plan)

    Section 86-524.01, Nebraska R.R.S. states "all state agencies, boards, and commissions shall report to the Chief Information Officer, in a format determined by the commission, an information technology plan that includes an accounting of all technology assets, including planned acquisitions and upgrades." The format to submit this report can be found at http://nitc.ne.gov/standards/1-201.html. The NBRRS also includes a link on the left margin menu to the NITC website where the IT Plan form is available. The Microsoft Word document is to be completed by the agency and attached to the *IT Agency Summary* narrative tab. Please include the agency number and agency name as part of the file name.

IT Project Proposals and Agency IT Plans for the 2015-2017 biennium are due by 5:00 p.m., Monday, September 15, 2014.

V4.0

Agency IT Setup Instructions

Purpose

➤ Allows an agency to designate specific Programs and Subprograms as containing only IT related expenditures. This designation, along with the Office of the CIO's designation of specific IT related job codes and object codes, will help to report the level of IT expenditures in the state for the Nebraska Information Technology Commission. Nothing is required from an agency on this screen if it has no programs and/or subprograms that are exclusively IT.

Getting Started – Agency IT Setup

1. From the left-margin menu under **Information Technology**, click **Agency IT Setup**.
   - *Budget Cycle* defaults to the current cycle.
   - Select *Agency* from the drop-down menu options that have been assigned to you (see Time-Saver Tip on the right).

Time-Saver TIP
Set default options to avoid repetitive selections of *Agency* and *Version*.

Go to *User Options* in the upper right corner of any screen. Once your selections are made, press [Save].

2. Click [Edit].
   - The system will enter EDIT mode.
   - If needed, click on [+] beside the Agency name to expand the program list. Click the [+] to the left of the check box for each program number to expand the subprogram list.
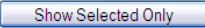
Start-Up TIP
If any of the drop-down menus fail to show expected choices, you may need to have your *Security* settings adjusted.

Contact your NBRRS Agency Administrator or the State Budget Division for assistance.

V4.0

Agency IT Setup Instructions

3. Mark each Program and/or Subprogram that is exclusively IT as needed.
   - Checking or Unchecking a Program will do the same for all subprograms.
4. To mark or unmark a specific Subprogram, click on the ⊞ to expand and see all subprograms defined for selected Program.
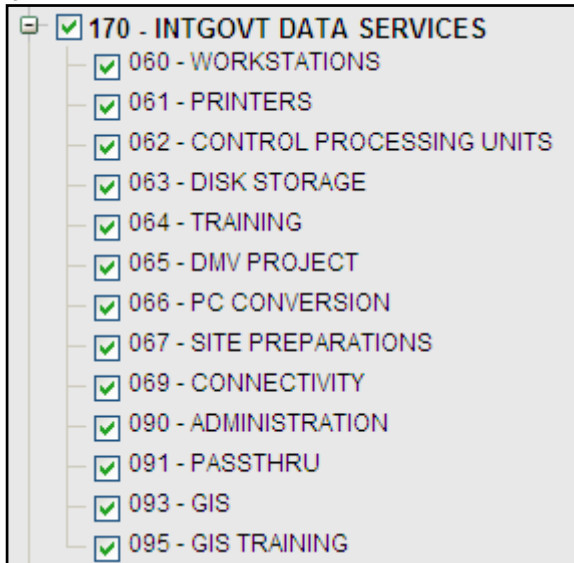
   - Click on ⊟ to collapse the listing.
5. Click **Save** to commit changes to the database.
   - Click **Show Selected Only** to show only Programs/Subprograms that have already been marked.
   - Click **Show All** to show all Programs/Subprograms.
6. Click View Mode to leave Edit Mode.

V4.0

IT Project Proposal Instructions

Purpose

➤ Allows an agency to identify an IT Project that requires review by the NITC. Project proposals are submitted by entering the information into the Nebraska Budget Request and Reporting System (NBRRS). **For each IT Project Proposal created in the NBRRS, the submitting agency must also complete an "IT Issue" in the system if a change in appropriation is requested related to the project (see Issue Details instructions).**

Notes about the IT Project Proposal:

Statutory Authority. The Nebraska Information Technology Commission ("NITC") is required by statute to "make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel..." Neb. Rev. Stat. §86-516(8). "Governmental entities, state agencies, and political subdivisions shall submit all projects which use any combination of general funds, federal funds, or cash funds for information technology purposes to the process established by sections 86-512 to 86-524. The commission may adopt policies that establish the format and minimum requirements for project submissions." Neb. Rev. Stat. §86-516(5). In order to perform this review, the NITC requires agencies/entities to complete this form when requesting funding for technology projects.

Which technology budget requests require a Project Proposal Form? Information on the "Project Review Process" is available at http://nitc.ne.gov/standards/1-202.html. Attachment A on this webpage establishes the minimum requirements for project submission.

Questions. Contact the Office of the CIO/NITC at (402) 471-7984 or rick.becker@nebraska.gov

Getting Started

In the left-margin menu, under **Information Technology**, click "**IT Project Proposal**".

- *Budget Cycle* defaults to the current cycle.
- Select *Agency*, *Division* (if applicable), and *Version* from the options that have been assigned to you (see Time-Saver TIP).

Create a New IT Project Proposal

1. Select *New* from *IT Project* dropdown.
   - The system will enter NEW mode.

IT Project Proposal Instructions

2. Enter the Project Name and click on [Save] to commit the name to the database.
   - An *IT Issue,* with the same name as entered here, will be created.
   - Continue to enter additional information on the *General Section* tab.
   - Agency users will not be allowed to update the NITC Priority or the NITC Score.

IT Project Proposal ❓				»Edit
Budget Cycle: **2015-2017**	Agency: **065 - ADMINISTRATIVE SERVICES**	Division: **15 - CIO**	Version: **A1 - AGENCY REQUEST**	

IT Project: Project Name: [   ]

[Save] [View Mode] [Reset] [Refresh]

● General Section | Financial | Narrative

▼General Section

Contact Name	[ ]	E-mail	[ ]	Telephone	[ ]
Address	[ ]				
City	[ ]	State	Nebraska ▼	Zip	[ ]
Agency Priority	[ ]	NITC Priority	[ ]	NITC Score	[ ]

[Save] [View Mode] [Reset] [Refresh]

   - Click [Save] before continuing on to the Financial and Narrative tabs.

3. Click on the project's *Financial* tab to enter costs by project category. Click the Edit button.
   - This section is worth 20 points.
   - Enter detailed information concerning the different components of the IT Project as well as the funding breakdown for each column.
   - Amounts entered for *Prior Exp* is all expenditures related to the project prior to the FY 2014-15.
   - **NOTE**: This screen does **NOT** constitute an agency's request for appropriation for this project. This is completed on the *Issue Details* screen.
   - Click [Save] before continuing on to the Narrative tab.

▼Financial

IT Project Costs

Contractual Services	Total	Prior Exp	FY15 Appr/Reappr	FY16 Request	FY17 Request	Future Add Request
Design	$0					
Programming	$0					
Project Management	$0					
Data Conversion	$0					
Other	$0					
Total	$0	$0	$0	$0	$0	$0
Telecommunications						
Data	$0					
Video	$0					
Voice	$0					
Wireless	$0					
Total	$0	$0	$0	$0	$0	$0
Training						
Technical Staff	$0					
End-user Staff	$0					
Total	$0	$0	$0	$0	$0	$0
Other Operating Costs						
Personnnel Cost	$0					
Supplies & Materials	$0					
Travel	$0					
Other	$0					
Total	$0	$0	$0	$0	$0	$0
Capital Expenditures						
Hardware	$0					
Software	$0					
Network	$0					
Other	$0					
Total	$0	$0	$0	$0	$0	$0
Total Request	$0	$0	$0	$0	$0	$0

[Save] [View Mode] [Reset] [Refresh]

V4.0

IT Project Proposal Instructions

4. Click on the project's *Narrative* tab to enter narrative information about the IT Project. See the Narrative Content section below for content guidelines on each tab.

- The narrative tab currently selected appears in the **information bar**.
- Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited edit window. The limited edit window is intended to be included in various standardized reports that will be generated from the system, such as the Governor's budget recommendations.
- All narrative tabs will display **Character Count** to assist with the satisfaction of the minimum and maximum character requirements for each edit window. This value is updated when [Refresh] or [Save] are clicked.
- The **Executive Summary** and **Goals, Objectives, and Outcomes** tabs contain two edit windows. The Project **Justification / Business Case**, **Technical Impact**, **Preliminary Plan for Implementation**, **Risk Assessment**, and **Financial Analysis and Budget** tabs offer just one, unlimited window.

<div style="border:1px solid #000; padding:0.5em; background:#f5f5f5; margin:1em 0;">

Formatting TIP
Avoid the use of *hard returns* when entering narrative text. Using hard returns prevents normal text "wrap" and hinders publication.

</div>

- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The [icon] (i.e., **Maximize the Editor Size)** button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy & Paste** text into the edit windows using either the Ctrl-C and Ctrl-V features (i.e., pressing the Control key & the V key at the same time) or the [icons] buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied upon clicking [Save].
- **Attach supporting files** (e.g., project plans, picture files, etc.) by clicking the [Browse...] button to locate the desired file and then clicking the [Attach] button. Attachments should not be referenced in the limited Information for Publication edit window as the attachments will not be included with all reports.

5. Click [Save] to commit the data entered to the database.

6. Click [View Mode] to exit Edit Mode. While in View Mode you may switch to a different Issue to continue entering your budget request or change to a different screen from the left-margin menu.

Edit an Existing IT Project Proposal

1. Select the **IT Project Proposal** you wish to edit from the drop-down menu. Click [Edit] to begin editing the project.
- Select the *General Section*, *Financial*, or *Narrative* tab as needed.

- Follow Steps 3-6 under Create a New IT Project Proposal above to continue editing the existing project.

IT Project Proposal Instructions

IT Project Proposal – Narrative Content

Executive Summary

i.   Provide a one or two paragraph summary of the proposed project. This summary will be used in other externally distributed documents and should therefore clearly and succinctly describe the project and the information technology required.

Goals, Objectives, and Projected Outcomes (15 Points)

i.   Describe the project, including specific goals and objectives, expected beneficiaries of the project, and expected outcomes.
ii.   Describe the measurement and assessment methods that will verify that the project outcomes have been achieved.
iii. Describe the project's relationship to your agency comprehensive information technology plan.

Project Justification / Business Case (25 Points)

i.   Provide the project justification in terms of tangible benefits (i.e. economic return on investment) and/or intangible benefits (e.g. additional services for customers).
ii.   Describe other solutions that were evaluated, including their strengths and weaknesses, and why they were rejected. Explain the implications of doing nothing and why this option is not acceptable.
iii. If the project is the result of a state or federal mandate, please specify the mandate being addressed.

Technical Impact (20 Points)

iv.   Describe how the project enhances, changes or replaces present technology systems, or implements a new technology system.
v.   Describe the technical elements of the project, including hardware, software, and communications requirements.
vi.   Describe the strengths and weaknesses of the proposed solution.
vii. Address the following issues with respect to the proposed technology:
1.   Describe the reliability, security and scalability (future needs for growth or adaptation) of the technology.
2.   Address conformity with applicable NITC technical standards and guidelines (available at http://nitc.ne.gov/standards/) and generally accepted industry standards.
3.   Address the compatibility with existing institutional and/or statewide infrastructure.

Preliminary Plan for Implementation (10 Points)

i.   Describe the preliminary plans for implementing the project.
ii.   Identify project sponsor(s) and examine stakeholder acceptance.
iii. Describe the project team, including their roles, responsibilities, and experience.
iv.   List the major milestones and/or deliverables and provide a timeline for completing each.
v.   Describe the training and staff development requirements.
vi.   Describe the ongoing support requirements.

Risk Assessment (10 Points)

i.   Describe possible barriers and risks related to the project and the relative importance of each.
ii.   Identify strategies which have been developed to minimize risks.

Financial Analysis and Budget (20 points)

i.   Provide additional explanatory information about the *Financial* information entered on the **Financial** tab.

V4.0

IT Agency Summary Instructions

Purpose

➢ Automatically calculates and displays the amount of IT expenditures identified by the agency in the system during the preparation of the budget request. IT expenditures are defined as:

1. Specific Job Codes and Objects Codes identified by the Office of the Chief Information Officer as being IT related.
2. Specific Programs / Subprograms identified by the agency on the Agency IT Set-up screen as being exclusively IT related expenses.
3. All job codes and object codes included in any IT Issues entered by the Agency.

The agency can then enter additional expenditures that do not meet the above criteria at a Major Account level. Finally, agencies should enter a breakdown of what fund types are utilized to fund the agency's IT related activities.

Getting Started

In the left-margin menu, under **Information Technology**, click "**IT Agency Summary**".

- *Budget Cycle* defaults to the current cycle.
- Select *Agency* and *Version* from the options that have been assigned to you (see Time-Saver Tip)
- There are two tabs, *Request* and *Narrative*.
- The Request tab has four sections on the screen:
    1. **Designated Exclusive IT**
    2. **System Identified IT Expenditures**
    3. **Agency Identified IT Expenditures**
    4. **IT Related Funding**
- Each section can be expended or collapsed by clicking on the blue or white triangle next to the section header.
- The *Narrative* tab is used to attach the Agency IT Plan.

Request Tab

IT Agency Summary ❓					»View Only
Budget Cycle: 2015-2017 ▼	Agency: 065 - ADMINISTRATIVE SERVICES ▼		Version: A1 - AGENCY REQUEST ▼		

Edit

• Request	Narrative

▽Designate Exclusive IT
- ⊞ 101 - CHIEF INFORMATION OFFICER
- ⊞ 170 - INTGOVT DATA SERVICES
- ⊞ 172 - IMSERVICES DIVISION
- ⊞ 173 - COMMUNICATIONS DIVISION
- ⊞ 245 - PUBLIC SAFETY COMM. SYSTEM

▽ System Identified IT Expenditures

Object Code↑	Description	Reappr.	Cur Appr.	FY16 Request	FY17 Request
583300	COMPUTER EQUIP & SOFTWARE	0	0	1,545,000	1,545,000
Total		$0	$0	$1,545,000	$1,545,000

▽Agency Identified IT Expenditures

Description		Reappr.	Cur Appr.	FY16 Request	FY17 Request
SALARIES					
BENEFITS					
OPERATING EXPENSES					
TRAVEL EXPENSES					
CAPITAL OUTLAY					
GOVERNMENT AID					
Total		$0	$0	$0	$0

▽IT Related Funding

		Reappr.	Cur Appr.	FY16 Request	FY17 Request
General Fund					
Cash Fund					
Federal Fund					
Revolving Fund					
Other Fund					
Total		$0	$0	$0	$0
PSL Request		$0	$0	$0	$0

V4.0

IT Agency Summary Instructions

Designated Exclusive IT

This section lists the Program and Subprograms designated by the agency has being exclusively IT.

- These are set on the **"Agency IT Set-Up"** screen.
- The designation must be defined for each budget cycle. Designations from a prior budget cycle cannot be copied forward.

System Identified IT Expenditures

This section lists all IT expenditures determined by the system based on the Agency IT Setup screen and pre-defined IT-related job codes and object codes. The total in this section will be added to the **Agency Identified IT Expenditures** section to determine the amount of **IT Related Funding** needing to be identified by the agency.

Agency Identified IT Expenditures

This section is used to enter additional IT expenditures that were not included in the **System Identified IT Expenditures** section. The additional IT expenditures are entered at a Major Account level. The total in this section will be added to the **System Identified IT Expenditures** section to determine the amount of **IT Related Funding** that is to be identified by the agency.

1. Click [Edit] to begin entering agency identified IT related expenditures at the Major Account level for each column, if necessary, along with the estimated funding amounts by fund type.

Description		Reappr.	Cur Appr.	FY16 Request	FY17 Request
SALARIES					
BENEFITS					
OPERATING EXPENSES					
TRAVEL EXPENSES					
CAPITAL OUTLAY					
GOVERNMENT AID					
Total		$0	$0	$0	$0

2. Click [Save] to commit the data entered to the database.

IT Related Funding

This section is used to enter the fund types for IT related expenditures. The total expenditures identified in the **System Identified IT Expenditures** and **Agency Identified IT Expenditures** sections are included.

1. Click [Edit] to begin entering funding amounts by fund for each column.

IT Related Funding		Reappr.	Cur Appr.	FY16 Request	FY17 Request
General Fund					
Cash Fund					
Federal Fund					
Revolving Fund					
Other Fund					
Total		$0	$0	$0	$0
PSL Request		$0	$0	$0	$0
Variance		Reappr.	Curr Appr.	FY16 Request	FY17 Request
Total Expenditures		$0	$0	$0	$0
Total Funding		$0	$0	$0	$0
Variance		$0	$0	$0	$0
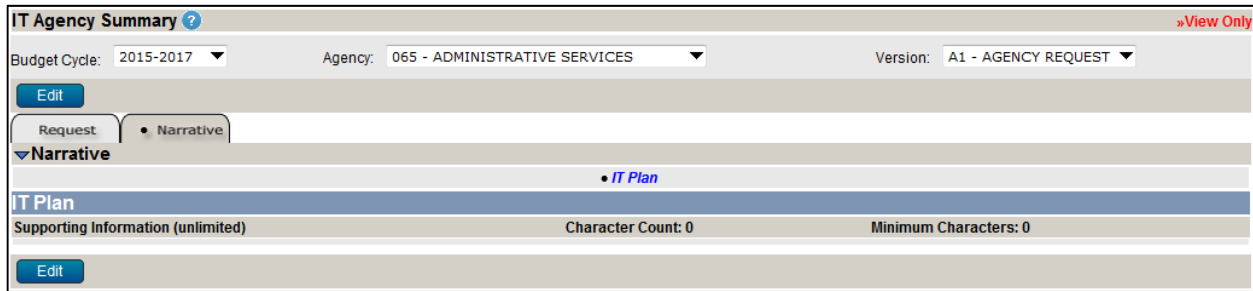
2. Any variance in funding relative to the amount of expenditures will be shown in red. These should be corrected before the budget request is submitted.
3. Click [Save] to commit the data entered to the database. Click View Mode to leave Edit Mode before continuing on to the Narrative tab.

V4.0

IT Agency Summary Instructions
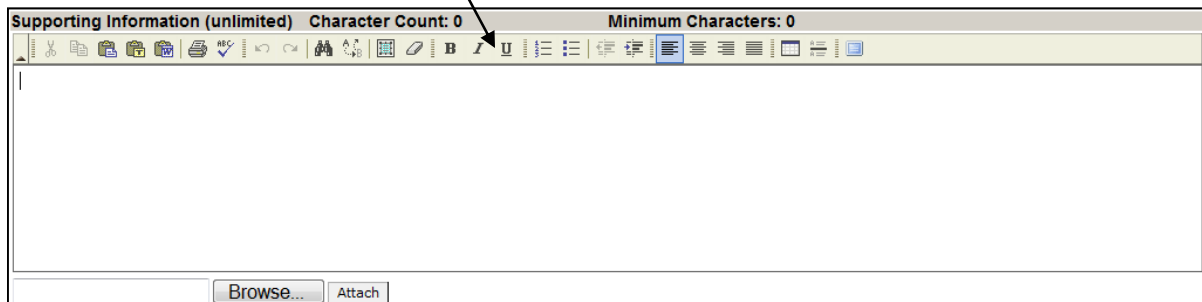
Narrative Tab

The Narrative tab is used to attach the **Agency IT Plan**. Additionally, the user can provide any additional information as desired.

The Agency IT Plan Word document template can be obtained from the **NITC Forms** link in the left margin menu of any system screen.

1. To add Narrative, click on the Narrative tab
2. Click [Edit] to begin entering narrative.
   - All narrative tabs will display **Character Count** to assist with the satisfaction of the minimum and maximum character requirements. This value is updated when [Refresh] or [Save] are clicked.
   - If the number of characters in the section exceeds the **Maximum Characters** allowed the information will **NOT** be saved but the **Character Count** will be updated. Reduce the number of characters to under the maximum, then save.
   - Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The [ ] (i.e., **Maximize the Editor Size)** button simply toggles you back and forth from full-screen editor mode to the normal screen.
   - **Copy & Paste** text into the edit windows using either Ctrl-C or Ctrl-V features, or by using the [ ] [ ] [ ] buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied upon clicking [Save].
   - Attach **Agency IT Plan** by clicking the [Browse...] button to locate the desired file and then clicking the [Attach] button.

3. Click [Save] to commit the narrative entered and attachment to the database.

SECTION V

Agency Administrator / Request Submission

Agency Administrator Instructions

Purpose

➤ These instructions provide the Agency Administrator with the step-by-step directions on how to perform the unique tasks available to an Agency Administrator.

➤ Under the *Administration* section on the left margin menu, the Agency Administrator will see the following:

Administration
- ◂ Support Tables
- ◂ Security
- ◂ Workforce Actions
- ◂ User Options
- ◂ Balance Checking
- ◂ Umbrella Programs

Support Tables

Support Tables allow the user to view information and to update certain fields. See Tab Descriptions below.

Manage Support Tables - Agencies ?

Budget Cycle 2015-2017 ▼

| Agencies | Major Accounts | Object Codes | Job Codes | Funds | Grants | Narratives | Proj Codes | Proj Types |

Show Actives Only

Description	Code↑	Short Desc.	Who Last Updated	When Last Updated	Active
LEGISLATIVE COUNCIL	003	LEGISLATURE	LHeaton	Apr 29, 2014	☑
SUPREME COURT	005	SUPREME COURT	LHeaton	Apr 29, 2014	☑
GOVERNOR	007	GOVERNOR	LHeaton	Apr 29, 2014	☑
LIEUTENANT GOVERNOR	008	LT. GOVERNOR	LHeaton	Apr 29, 2014	☑
SECRETARY OF STATE	009	SECRETARY OF STATE	LHeaton	Apr 29, 2014	☑

NOTE: Only Agencies that have been assigned to the user will appear. This may very likely be a single agency.

Tab Descriptions

➤ **Agencies:** Shows all agencies that the Agency Administrator has security to manage. Additional tabs will appear once an agency has been selected.

➤ **Major Accounts:** Shows a listing of the Major Account filters established in the system. This is an informational tab only.

➤ **Object Codes:** A listing of all Object Codes available in the system. This is an informational tab only.

➤ **Job Codes**: A listing of all Job Codes available in the system. This is an informational tab only.

➤ **Funds:** A listing of all Funds available in the system. This is an information tab only.

➤ **Grants:** A listing of all Federal Grants (CFDA#) available in the system. Grants are listed in CFDA# order. This is an informational tab only.

➤ **Proj Codes:** A listing of all Project Codes available for Building Renewal projects. These codes are required on Building Renewal projects and are defined by the State Building Division. This is an informational tab only.

➤ **Proj Types:** A listing of Project Types available for Building Renewal projects. These types are required on Building Renewal projects and are defined by the State Building Division. This is an informational tab only.

Agency Administrator Instructions

Agencies

After clicking on a specific agency to manage, this screen will be displayed. There are three distinct sections: a row of *new tabs*, the *Agency* section, and the *Users* section.

New Tabs

- ➤ **Versions**: Shows Versions. Allows the Agency Administrator (AA) to Submit, Edit, Lock, Create, Copy and Merge Versions.
- ➤ **Programs**: Shows all Programs and Subprograms. Allows the User to change the description of a subprogram.
- ➤ **Divisions**: Shows all Divisions and what programs are assigned to what Division. Tab is Information only.
- ➤ **Projects**: Shows all Building Renewal Project titles. Allows the Agency Administrator to change information of an Agency created Project.
- ➤ **Assets**: Shows all buildings and land assigned to an Agency. Tab is Information only.
- ➤ **Funds**: Shows all Funds assigned to Agency that will need to have a Funds Analysis completed by the Agency.
    - See higher level funds support table for parent fund relationships.
- ➤ **Grants**: Shows all Federal Grants assigned to the Agency that will need to have a Funds Analysis completed by the Agency.
- ➤ **Object Codes**: Shows Agency Object Codes as extracted from historical expenditure activity. Allows the Agency Administrator to change the description for a specific Program/Object Code combination.

- • *Agency* section has general information about the agency. This information will be used in reports for identification purposes. Changes to this section can be made by the State Budget Division only.
- • *Users* section shows all users that have been granted access to the agency.
    - • By pointing the mouse over a user ID, the user's full name can be seen.
    - • Clicking on the ID takes the Agency Administrator to the Security screen for that user.

Agency Administrator Instructions

Agency - Versions

This tab contains information about the version(s) setup for the agency. New **Versions** can be created; data can be copied or merged to a different version. Also a **Version** can be locked or unlocked.

Specific Version

- Click on a specific **Version** in the <u>Description (Select Version)</u> column. The **Version** section as shown below will be displayed.

i. Click [Edit] to change the description of the **Version** or change the active status.
   - If the **Version** has transactions, it may not be made inactive.
ii. Note the **Lock Status**, **Balance Checking Status,** and if the version has been **Submitted**. The **Version's** Balance Checking Status must indicate "Passed" before the Version can be submitted as the agency's final request.
iii. Click [Lock] or [Un-Lock] to change the Lock status of the Version.
   - A **Version** <u>that has been submitted may only be unlocked by the State Budget Division.</u>
iv. Click on **[OBR]** or **[CCBR]** to see the final budget request documents.
   - These links will only work once the final budget request document has been prepared by the system.
v. All users that have been granted access to the **Version** will be shown.
   - By pointing the mouse over a user ID, the user's full name can be seen.
   - Clicking on the ID takes the Agency Administrator to the Security screen for that user.
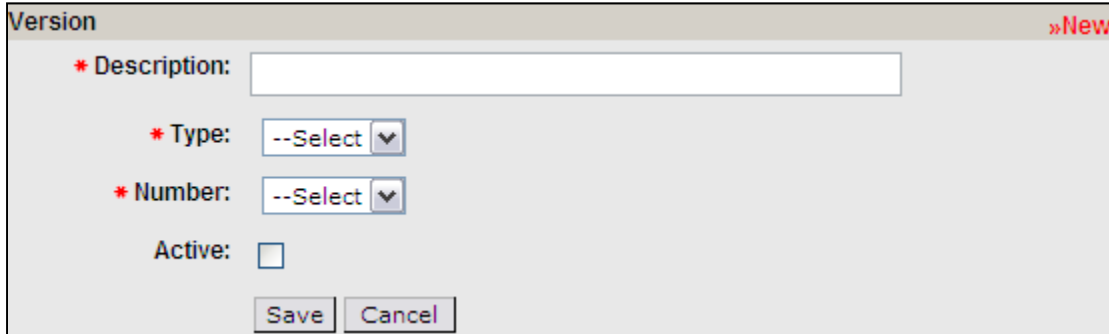
Agency Administrator Instructions

Create Version

Allows creation of a new **Version**. When a **Version** is created, the User who created the **Version** will automatically have the new **Version** assigned to them.

- ➤ NOTE: A **Version** MUST be created before the **Copy** and **Merge Version** functionality will work.
- ➤ In order for other Users to utilize the **Version**, they must be given access by the Agency Administrator under Security.

- Clicking on [Create Version] will cause a new section to appear on the screen.
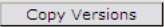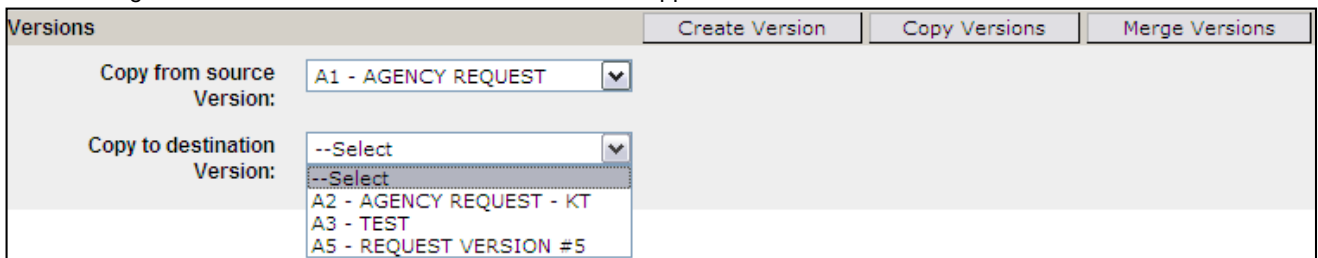
i. **Description**: Enter a short Description for the new **Version**.
ii. **Type**: Select 'A'. This represents an agency request distinct from version numbers assigned for Budget Division use.
iii. **Number**: Select a number for the **Version**. Up to 9 Versions may be created.
iv. **Active**: Check the box to make the **Version** available to be selected on system screens.

- Click Save to commit the new **Version** to the database.

Copy Version

Data copied will overwrite existing data on the destination **Version**. This will cause data loss. Use Merge functionality to preserve data on the destination **Version**.

- Clicking on [Copy Versions] will cause a new section to appear on the screen.
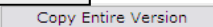
i. **Copy from source Version:** Select the source **Version**.
ii. **Copy to destination Version:** Select destination **Version**.
- Only **Versions** currently assigned will appear.
- Locked **Version** will not appear on the list.

- After selecting the destination **Version**, there will be two options: *Copy the entire Version* and *Copy Selectively*.

- Selecting *Copy the entire Version* and clicking on [Copy Entire Version] will copy the entire **Version** to the destination Version.

Agency Administrator Instructions

- Selecting **Copy Selectively** will cause a new section to appear on the screen.

Miscellaneous	Issues	Budget Mod
● Miscellaneous	Issues	Budget Mod

Narratives
- ☐ Agency Narrative
- ☐ Division Narrative
- ☐ Program Narrative

Operating Budget Request
- ☐ Permanent Salaries Base
- ☐ Base Appropriation
- ☐ Funds Analysis

Capital Construction and Building Renewal
- ☐ Capital Construction Reaffirmations
- ☐ Building Renewal Request
- ☐ Capital Construction Project Request

Miscellaneous	● Issues	Budget Mod

Select Issue(s)
- ☐ Agency Issue
  - ☐ Analyst Identified
  - ☐ Business Manager reclassification
  - ☐ Depreciation Surcharge
  - ☐ Test for Jobcode deletion
  - ☐ Test Issue
  - ☐ Test Issue
- ☐ IT Issue
  - ☐ Groovy
  - ☐ Upgrade Accounting System
- ☐ Enterprise Issue
  - ☐ Health Insurance Premium Increases

Miscellaneous	Issues	● Budget Mod

Select Budget Modification(s)
- ☐ Continue Budget Operations
- ☐ Establish outreach program
- ☐ Test - KT
- ☐ Test Aid 1
- ☐ test Ops and Aid
- ☐ Testing Ops

Miscellaneous *tab*
  i. Click the individual check boxes to select the elements to be copied.

Issues *tab* – selections are allowed for:
  i. All Issues of a specific type to be copied by checking the Issue Type name.
  ii. A specific Issue to be copied by checking that Issue Name.
  iii. Selection of multiple Issues to copy.

Budget Mod *tab* – selections are allowed for:
  i. Select any specific Modification to be copied by checking that Modification Name.
  ii. Under each tab, check the information to be copied to the destination **Version**.
  iii. Selection of multiple Modifications to copy.
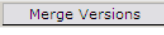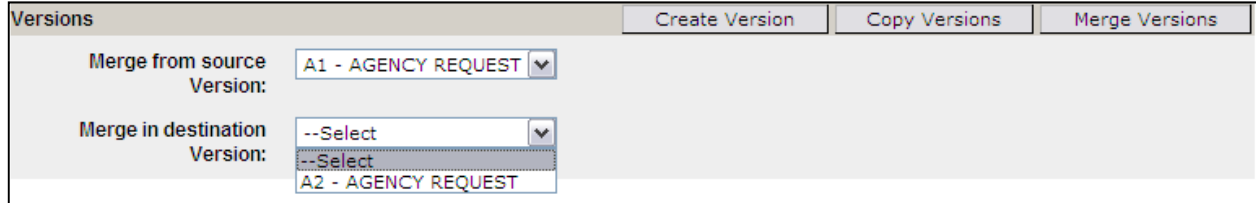
- Clicking on Copy will copy the selected item(s) to the destination **Version**.

Agency Administrator Instructions

Merge Version
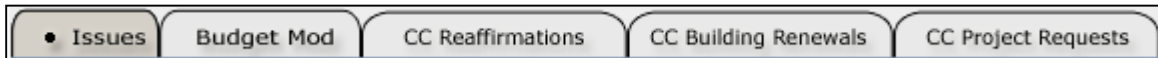
Merging a **Version** will not overwrite existing data on the destination **Version**. Data will be added to the destination **Version**.

- Clicking on [Merge Versions] will cause a new section to appear on the screen.

i. **Merge from source Version:** Select the source **Version**.
ii. **Merge to destination Version:** Select the destination **Version**. Locked Versions will not appear on the list.

After selecting the destination Version, the following tabs will be shown on the screen.

➤ **Issues:** Lists all Issues, by Issue type.
➤ **Budget Mod:** Lists all Budget Modifications
➤ **CC Reaffirmations:** Lists all Reaffirmation Projects.
➤ **CC Building Renewals:** Lists all Building Renewal Projects.
➤ **CC Project Requests:** Lists all Capital Construction Projects.

- After selecting the desired tab, select one or more items in the list.
- Click on [Merge]. This will Merge the selected item(s) to the destination **Version**.
- NOTE: All checked items on all tabs will be merged when the [Merge] button is clicked.

Agency Administrator Instructions

Agency - Programs

This tab contains information about the **Program(s)** set up for the agency. A user can review the information for the **Program** and what **Subprogram(s)** are assigned to each **Program**. Additionally, the Agency Administrator may change the description of a **Subprogram**.

Specific Program

Clicking on a specific **Program** will cause a new section to appear on the screen.

Program		Users(11)		
Description:	ACCOUNTING DIVISION	dreznic	kthotti-001	vsindel
Program:	567	ekutsch	lheaton	WMajeru
Active:	☑	gbush	mhussai-001	wscheid
< Back		jwilcox001	steegal-001	

Sub-Programs

Description (Select Sub-Program)
000 - REVOLVING REVENUE
001 - NAS
002 - ACCOUNTING
010 - SYSTEMS DEVELOPMENT
014 - SUBPROGRAM 14

- A list of users currently assigned to the **Program** is shown.
- A list of **Subprograms** is provided.
- Clicking on < Back will return the user to the **Program** selection screen.

Specific Subprogram

Clicking on a specific **Subprogram** will cause a new section to appear on the screen.

Sub-Programs

Description (Select Sub-Program)	Sub Program	»View Only
000 - REVOLVING REVENUE	Description: SUBPROGRAM 14	
001 - NAS	Sub Program: 014	
002 - ACCOUNTING	Active: ☑	
010 - SYSTEMS DEVELOPMENT	Edit	
» 014 - SUBPROGRAM 14		

- Clicking on Edit will allow the user to update Subprogram description.
- Only the Description may be changed.
- Clicking on Update will save any changes and return user to **View Only** mode.

Sub Program   »Edit

* = required

* Description: SUBPROGRAM 14

* Sub Program: 014

Active: ☑

Update

Agency Administrator Instructions

Agency - Divisions

This tab contains information about the **Division(s)** set up for the agency. A user can review the information for the **Division** and what **Program(s)** are assigned to that **Division**.

> **Divisions**
>
> **Description (Select Division)**
>
> 01 - DAS DIRECTOR
>
> 02 - ACCOUNTING DIVISION
>
> 03 - BUDGET DIVISION
>
> 04 - BUILDING DIVISION
>
> 05 - MATERIEL DIVISION
>
> 08 - PERSONNEL DIVISION
>
> 09 - EMPLOYEE RELATIONS DIVISION
>
> 10 - TRANSPORTATION SERVICES BUREAU
>
> 11 - RISK MANAGEMENT DIVISION
>
> 12 - BUILDING RENEWAL DIVISION
>
> 13 - OFFICE OF STATE CAPITOL COMMISSION
>
> 15 - DIVISION OF THE CHIEF INFORMATION OFFICER

Specific Division

Clicking on a specific **Division** will cause a new section to appear on the screen.

> **Division**
>
> Description: BUDGET DIVISION
>
> Short Description: BUD
>
> Division: 6503
>
> Label: 03
>
> Active: ☑
>
> **Assigned Programs:**
>
> =============
> 509 - BUDGET DIVISION
> 671 - OBSOLETE PROGRAM
> 672 - PRIMARY CLASS DEV PROJECT
> 673 - METROPOLITAN CLASS DEV PROJECT
> 902 - BUDGET FACILITIES CONTROL

- No information can be changed on this screen. If any changes need to be made to the **Assigned Programs**, contact your assigned State Budget Division Budget Analyst.

Agency Administrator Instructions

Agency - Projects

This tab contains information about the **Building Renewal Projects** set up for the agency. There are a number of predefined **Projects** identified by the 309 Task Force. Additionally, an agency can create **Projects** that are usable for the Agency.

Specific Project

Title	Created By Admin
ADA ENTRY UPGRADE	✓
ADA MODIFICATIONS	✓
ADA RESTROOM UPGRADE	✓
DOORS/HARDWARE UPGRADE	✓
ELECTRICAL UPGRADE	✓
ELEVATOR UPGRADE/ADA	✓
EMERGENCY GENERATOR	✓
FASCIA/SOFFIT REPAIR/REPLACE	✓
FIRE ALARM UPGRADE	✓
FOUNDATION REPAIR/UPGRADE	✓
HVAC STUDY	✓
MASONRY REPAIRS	✓
ROOF DRAINAGE UPGRADE	✓
ROOF REPAIR/REPLACE	✓
STRUCTURAL STUDY	✓
STRUCTURAL UPGRADE	✓
SWITCHGEAR REPAIR/REPLACE	✓
TUNNEL REPAIR/REPLACE	✓
WINDOW REPAIR/REPLACE	✓

Clicking on a specific **Project** will cause a new section to appear on the screen.

- If a **Project** has been *Created By Admin*, no changes will be allowed and the Edit button will not appear.

Project	»View Only
Title:	WINDOW REPLACEMENT PROJECT
Project Code:	T3C - ENERGY CONSERVATION
Created By Admin:	☐
Active:	✓
	Edit

Agency Administrator Instructions

<u>Agency Created Project</u>

- For a **Project** created by the Agency on the Building Renewal Projects screen, the Agency Administrator may update *Title* and *Project Code* fields.
- If there is no transactional data associated with the **Project**, user may also change the Active flag.
- Clicking on Edit will allow the user to update.

Project This lookup code is being referred in transaction and/or historical data, therefore cannot be made in-active!!!   »Edit

* = required

* **Title:** WINDOW REPLACEMENT PROJECT

* **Project Code:** T3C - ENERGY CONSERVATION

Created By Admin: ☐

Active: ☑

Update   Cancel

- Clicking on Update will save any changes and return user to *View Only* mode.
- Clicking on Cancel will not save any changes and return user to *View Only* mode.

Agency Administrator Instructions

Agency - Assets

This tab allows the user to search for an **Asset** assigned to the Agency.

➤ An Asset is a Building or Land in the state inventory from the state accounting system at the start of the budget cycle.
➤ Asset is used in the **Building Renewal Project** and **Capital Construction Project Request** screens.

Search Assets (065 - DEPARTMENT OF ADMINSTRATIVE SERVICES)

Tag #:	Asset Description:	Site:
Site Description:	Location1 # :	Location2 # :
Location3 # :	Search Reset	

- User may enter criteria to search in any of the available fields such as Tag#, Asset Description, Site, etc.
- Click [Search] to find the Asset you wish to identify from the search results

Search Assets (Agency : 065 - DEPT OF ADM SERVICES)

Tag #:	Asset Description: garage	Site:
Site Description:	Location1 #:	Location2 #:
Location3 #:	Search Reset Back	

Select	Tag Number	Description	Site	Site Description	Loc1	Loc2	Loc3
Select	65B0011700B	EAST PARKING GARAGE			1501 'M' STREET		
Select	65B00004L	EAST PARKING GARAGE (65)				LINCOLN 000068509	
Select	65B0011703B	EAST PARKING GARAGE ADDITION			1501 'M' STREET		
Select	65B0175100B	EXECUTIVE BLDG. PARKING GARAGE			13TH & 'K' STREETS		
Select	65B0011800B	SOUTH PARKING GARAGE			1401 'L' STREET		
Select	65B00003L	SOUTH PARKING GARAGE (65)				LINCOLN 000068509	

Specific Asset

Clicking on a specific **Asset** (Tag Number) will cause a new section to appear on the screen.

- No information may be changed. If a change is needed, contact your Administrative Services State Budget Division analyst.
- Clicking on [< Back] will return the user to the previous screen.

Search Assets (065 - DEPARTMENT OF ADMINSTRATIVE SERVICES)
Asset

Description:	REHABILITATION UNIT #10 (HRC)
Tag number:	25D0151800B
Location-1:	4200 W. 2ND STREET
Location-2:	
Location-3:	HASTINGS 68901
Site:	557738
Site Description:	AS - BLDG DIV STATE
Active:	☑

[< Back]

Agency Administrator Instructions

Agency - Funds

This informational screen contains details about what funds are identified in the system. Only funds that are identified as a parent fund in the higher level Funds support table will need to have a Funds Analysis completed. A parent fund is a fund that is not designated as a child fund for any other fund. A parent fund may or may not have child funds assigned to it. All data from child funds will be rolled up to the parent fund on the Funds Analysis screen.

If an agency believes that a Funds Analysis is not required for a particular identified fund, please contact the State Budget Division.

Also, contact the State Budget Division to add a fund that is not listed.

Agency Funds

Select the fund type to display from the dropdown and click [GO >].

- Select **--All** to show all funds.

- Once selected, the screen will display the funds.

- User may change how many lines are displayed by select 30, 60 or 90 per page.
- User may sort by Description or by Code in either ascending or descending order.

Agency Administrator Instructions

Agency - Grants

This tab contains information on Fund 40000 - Federal Letter of Credit grants managed by the agency that will require the Funds Analysis expenditure information and narrative screens to be completed. This screen is informational only and no changes can be made by the Agency Administrator. Contact the assigned State Budget Division budget analyst if changes need to be made.

Agency Grants

Show: 30 per page

|◀ ◀◀ ◀ 1 2 3 ▶ ▶▶ ▶|

65 Agency Grants found, displaying 1 to 30. Page 1 / 3

Description	Code↑	Who Last Updated	When Last Updated	Active
SCHOOL BREAKFAST PROGRAM	10.553	GBush	Mar 11, 2008	☑
NATIONAL SCHOOL LUNCH PROGRAM	10.555	GBush	Mar 11, 2008	☑
SPECIAL MILK PROGRAM FOR CHILD	10.556	GBush	Mar 11, 2008	☑
CHILD AND ADULT CARE FOOD PROG	10.558	GBush	Mar 11, 2008	☑

- User may change how many lines are displayed by select 30, 60 or 90 per page.
- User may sort by Description or by Code in either ascending or descending order.

Agency Administrator Instructions

Agency - Object Codes

This tab contains information about the unique program-level object codes that an agency has set up in the state accounting system (typically ending in something other than "00"). These codes are known in the NBRRS as **Agency Object Codes**. Once set up by the State Budget Division, the agency may change the description of an **Agency Object Code**.

Agency Object Code

After selecting the Object Codes tab, the user will be asked to select the **Major Account** and **Program** to display.

- User may select ALL for both.
- To narrow the search, be more specific on the **Major Account** and/or **Program**.
- After making the search selection, Click [GO >].

Description	Object Code	Program↑	Who Last Updated	When Last Updated	Active
COM EXPENSE - VIDEO	521291	101 - CHIEF INFORMATION OFFICER	LHeaton	May 8, 2008	☑
INDIRECT COST ALLOCATIONS	559165	170 - INTGOVT DATA SERVICES	dreznic	Apr 3, 2008	☑
INDIRECT OPERATING EXP	559198	170 - INTGOVT DATA SERVICES	dreznic	Apr 3, 2008	☑
POSTAGE-AUCTIONS	521101	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	☑
PUB & PRINT EXP AUCTIONS	521501	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	☑
UTILITY-FUEL	523101	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	☑
UTILITY-ELECTRIC	523102	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	☑
EQUIPMENT PARTTS	527803	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	☑
RESALE PAPER SUPPLIEZ	534903	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	☑
OUTSIDE SERVICES	547904	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	☑
PRESORT COSTS	552101	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	☑
INTERNAL SALES	471199	172 - IMSERVICES DIVISION	dreznic	Apr 3, 2008	☑

- To change the Description for a specific Code and Program, click on the description.
- A new screen will appear:

Agency Administrator Instructions

- Click **Edit**.
- An Agency Administrator may make changes as needed to the Description field only, but any change should continue to reflect a relationship to the description of the standard object code sharing the same first four numbers

(i.e. "523100" in the example above).
- Clicking on **Update** will save any changes and return user to *View Only* mode.
- Clicking on **Cancel** will not save any changes and return user to *View Only* mode.

- Clicking on **< Back** will return the user to the previous screen.

Agency Administrator Instructions

Security

Security allows an Agency Administrator to assign other users to Agencies, Programs and Versions.
NOTE: Only Agencies, Programs and Versions currently assigned to the Agency Administrator can be assigned to other users.
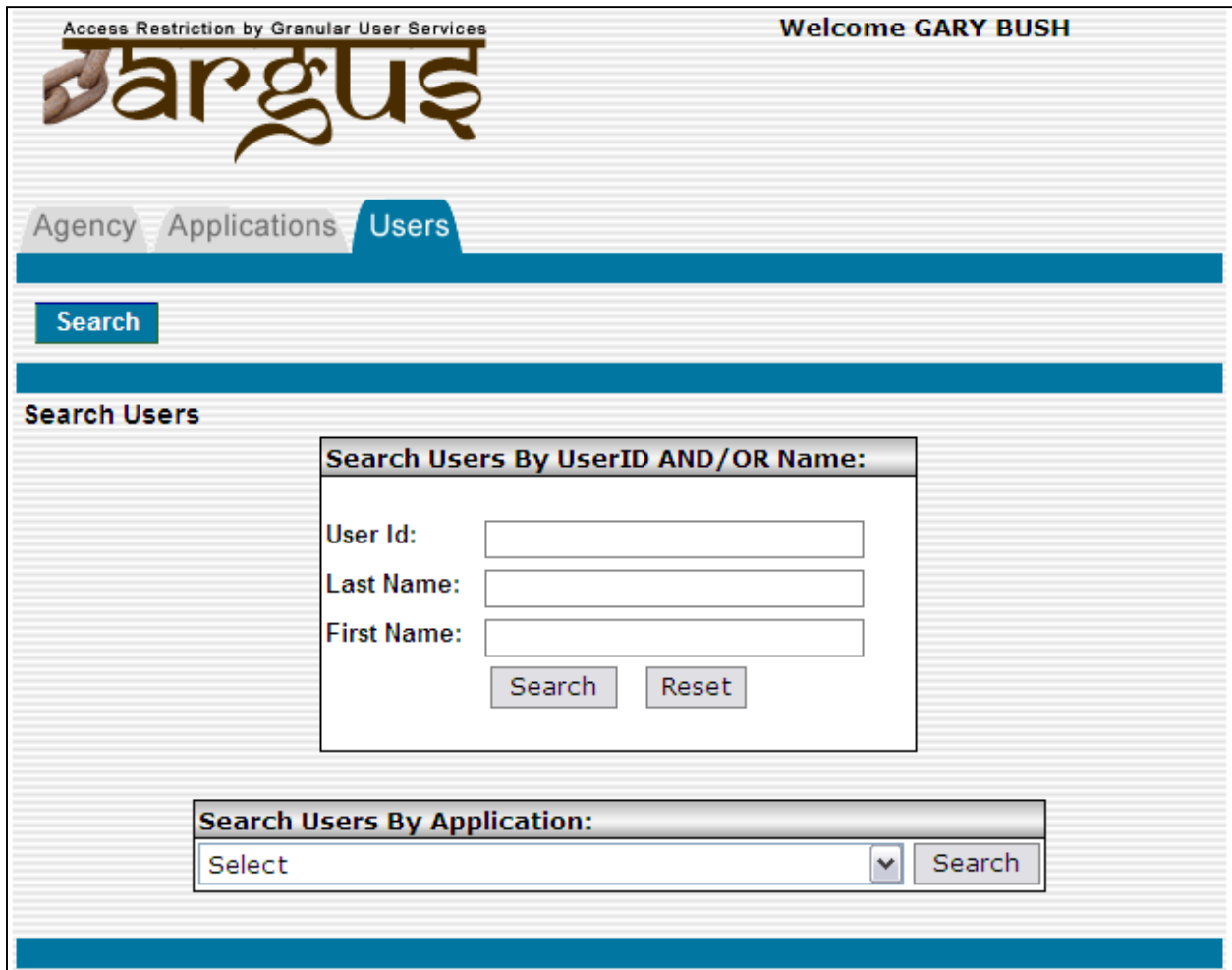
Searching for a User

If the User ID is not known, the Agency Administrator may perform a search.

- Click on Search User to open a new window.
  - ➤ This database is maintained by the Office of the CIO. Any request for changes should be addressed to the OCIO.

- Enter search criteria.
  - Note: Partial names will expand the search results.

Agency Administrator Instructions

- Click on [Search] to search and display the results

#	User ID	Last Name	First Name	Phone Number	Email	Agency Name	Company Name
1	ABush	BUSH	AARON			UNKNOWN	
2	ABush003	BUSH	AARON			College System, Nebraska State	
3	BBushaw	BUSHAW	BART	402 595-3012	bart.bushaw@nebraska.gov	Labor, Department of	
4	DBush	BUSH	DAVID			UNKNOWN	
5	GBush	BUSH	GARY	402 471-4161	gary.bush@nebraska.gov	Budget Division	
6	JBush	BUSH	JAMES	402 223-6845	james.bush@dhhs.ne.gov	Health and Human Services	
7	KBush	BUSH	KELLY			College System, Nebraska State	
8	LBush	BUSH	LYNN	402 479-5421	lynn.bush@dhhs.ne.gov	Health and Human Services	
9	MBushue	BUSHUEV	MAXIM			College System, Nebraska State	

- Note User ID and close the window.
- Proceed with **Working with a User ID.**

Working with a User ID

Entering a known User ID allows the Agency Administrator to assign other users to Agencies, Programs and Versions.
- Select **Budget Cycle**: The default will be the current budget cycle.
- Enter **User ID**.
- Clicking [GO >] will update the screen with additional information.

Security

Budget Cycle [2015-2017 ▼]

User Id: gbush   [> Go]   Search User

User

User Id:	gbush
Full Name:	GARY BUSH
Email Id:	gary.bush@nebraska.gov
Phone Number :	402 471-4161
User Roles:	Agency Administrator
Active:	☑
User Type:	B-Budget Office User ▼

[Save]

Assign Operations

[Assign Agencies] [Assign Versions] [Assign Programs] [Cancel]

Assign Agencies to User

Available Agencies:
```
==============
```

[Add >]
[< Remove]
[Add All >>]
[<< Remove All]

Assigned Agencies:
```
==============
003 - LEGISLATIVE COUNCIL
005 - SUPREME COURT
007 - GOVERNOR
008 - LIEUTENANT GOVERNOR
009 - SECRETARY OF STATE
010 - AUDITOR OF PUBLIC ACCOUNTS
011 - ATTORNEY GENERAL
012 - STATE TREASURER
013 - DEPT OF EDUCATION
014 - PUBLIC SERVICE COMM
015 - BOARD OF PAROLE
016 - DEPT OF REVENUE
017 - DEPT OF AERONAUTICS
018 - DEPT OF AGRICULTURE
```

- Various information is listed that includes User ID, Full Name, Email, Phone Number, User Roles assigned, if the user is currently active, and the User Type.
- The User Type must be set by the Budget Division before any assignments can be made.

Assigning Access to the Agency to a User ID
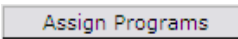
Screen layout is similar for all 3 areas: Agencies, Versions, and Programs.
- A box on the left will list *Available Options* that the Agency Administrator has assigned.
- A box on the right will list *Assigned Options* to the user ID.
- An agency must first be assigned before a **Version** and/or **Program** can be assigned.

Agency Administrator Instructions

- The following buttons have the following actions on all screens:

Button	Action
Add >	Add selected item on left box to User ID.
< Remove	Remove selected item on the right box from the User ID.
Add All >>	Add all options on the left box to the User ID.
<< Remove All	Remove all items on the right box from the User ID.

- Click **Assign Agencies** to assign an Agency to a User ID.
- Click **Assign Versions** to assign a Version to a User ID.
- Click **Assign Programs** to assign a Program to a User ID.
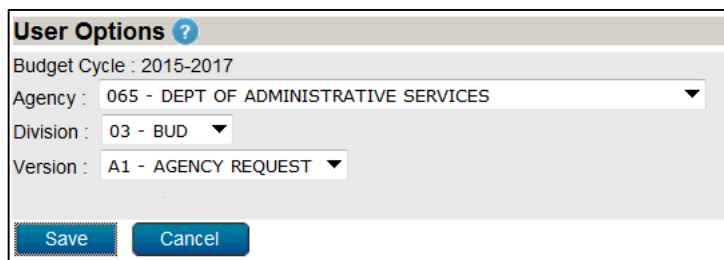
<u>Caution:</u>
If an Agency Administrator removes access on themselves, only another Agency Administrator with access to that agency or the State Budget Division can assign the access back.

Agency Administrator Instructions

User Options

User Options allows any User to set a default Agency, Division (if used), and / or Version.

- Select Agency from a list of Agencies assigned.
- Select Division, if applicable.
- Select Version from list of Versions assigned.
- Click Save .
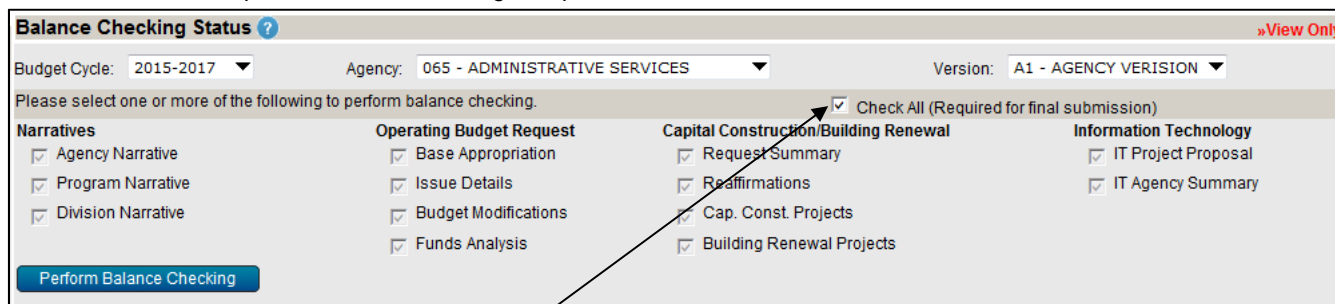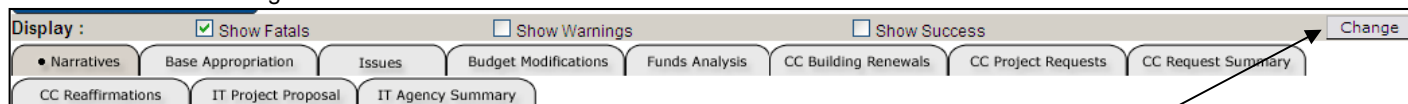
Balance Checking

Allows user to initiate the Balance Checking routines to verify the data entered for a specific Version. These routines will check to ensure that a version is complete before it is submitted. **Before an Agency can submit their budget request, it must pass Balance Checking.**

- Select Agency and Version as needed.
- Select specific areas of the budget request.

- To have all areas checked, select ☐ Check All (Required for final submission) .
  - This must be done for final submission of the budget request.
- Click Perform Balance Checking to start Balance Checking routines. Once completed, the screen will update with new information.
- NOTE: **Global Status** indicates if the Version has passed Balance Checking.
- The following icons indicate the results:

- ⊗ **Fatal.** Corrective action required.
- 🔺 **Passed.** No further action required.
- ⚠ **Warning.** No Corrective action required but review of item should be completed prior to submission.
- Select tabs to see results.
- By default, results are limited to Fatal results. The user may expand or limit results by selecting **Show Fatals**, **Show Warnings**, or **Show Success** and clicking on Change .

See separate instructions on how to submit your budget request.

Agency Budget Request Submission Instructions

Purpose
➤ Provide directions to the Agency Administrator on how to submit an agency's request.

Administration
- ◢ Support Tables
- ◢ Security
- ◢ User Options
- ◢ Balance Checking
- ◢ Umbrella Programs

Getting Started
The process for submitting an agency's budget has two steps:
1. Verify that the request passes all balance checking and edits as defined.
2. Submit the request in the system.

Verify the Request
On the left-margin menu, under "**Administration**", click "**Balance Checking**".
- • *Budget Cycle* defaults to the current cycle.
- • Select *Agency* and *Version* from the options that have been assigned to you.
- • Select **Check All**.

Balance Checking Status ❓   »View Only

Budget Cycle: 2015-2017 ▼   Agency: 065 - ADMINISTRATIVE SERVICES ▼   Version: A1 - AGENCY VERISION ▼

Please select one or more of the following to perform balance checking.   ☑ Check All (Required for final submission)

Narratives	Operating Budget Request	Capital Construction/Building Renewal	Information Technology
☑ Agency Narrative	☑ Base Appropriation	☑ Request Summary	☑ IT Project Proposal
☑ Program Narrative	☑ Issue Details	☑ Reaffirmations	☑ IT Agency Summary
☑ Division Narrative	☑ Budget Modifications	☑ Cap. Const. Projects	
	☑ Funds Analysis	☑ Building Renewal Projects	

[Perform Balance Checking]

- • Click on [Perform Balance Checking] to initiate the balance checking process.

Once complete, the screen will update and look similar to this:

Note: **Global Status** must have a green check mark ✅. If a red 'X' icon ❌ appears then all fatal conditions must be resolved before the version can be submitted.

Balance Checking Status ❓   **Global Status:** ❌   »View Only

Budget Cycle: 2015-2017 ▼   Agency: 065 - ADMINISTRATIVE SERVICES ▼   Version: A1 - AGENCY REQUEST ▼

Please select one or more of the following to perform balance checking.   ☑ Check All (Required for final submission)

Narratives	Operating Budget Request	Capital Construction/Building Renewal	Information Technology
☑ Agency Narrative	☑ Base Appropriation	☑ Request Summary	☑ IT Project Proposal
☑ Program Narrative	☑ Issue Details	☑ Reaffirmations	☑ IT Agency Summary
☑ Division Narrative	☑ Budget Modifications	☑ Cap. Const. Projects	
	☑ Funds Analysis	☑ Building Renewal Projects	

[Perform Balance Checking]

Display :   ☑ Show Fatals   ☐ Show Warnings   ☐ Show Success   [Change]

| • Narratives | Base Appropriation | Issues | Budget Modifications | Funds Analysis | CC Request Summary | CC Reaffirmations | CC Project Requests |
| CC Building Renewals | IT Project Proposal | IT Agency Summary |

- • Click on each tab to see the results of the specific area. All ❌ must be resolved for the **Global Status** to turn green.

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Agency Budget Request Submission Instructions

Submit the Request
On the left-margin menu, under the Administration section, click "**Support Tables**".

- Select your **Agency**.
- Click on the **Versions** tab.
- Click on the version to be submitted under the Description (Select Version) column.

- Confirm the Balance Checking Status is **Passed**.
- Finally, click on `Submit Request`.
- Once the system has completed the process, the version will be shown as **Submitted**.

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Appendices

PROJECTED RATES

Department of Administrative Services, Office of the Chief Information Officer, Department of Aeronautics, and other projected rates are attached to the budget instructions to assist state agencies, boards and commissions in determining their operating costs and preparing budget requests.

Department of Administrative Services and Office of the Chief Information Officer have scrutinized the cost of providing services to state agencies, boards and commissions. All divisions have been advised to hold the line on costs and increase efficiencies in order to deliver quality services in the most cost effective manner. Each division has developed projected rates for the next biennium by analyzing historical information and incorporating future trends and projects that impact rates. Every attempt will be made to maintain the projected rates identified in these instructions. However, the possibility exists for reductions or increases to these rates based on cost changes or market factors.

These rates represent information to assist state agencies, boards and commissions in determining the cost of achieving its goals and objectives.

Account 511100   Permanent Salaries:
This line should reflect a consolidation of all expenditures for salaries and leave. State agencies, boards and commissions should request no general increase for FY 2015-16 or FY 2016-17. The Governor and Legislature will determine appropriation levels during the budget process that will take into consideration any agreements reached during the collective bargaining process.

Account 515100   Retirement:

All permanent, full-time employees are eligible for participation in the State Retirement Plan upon hire.

Contribution Rate:
The employer contribution rate is 7.5% of annual compensation for permanent, full-time employees. Contributions begin immediately upon hire.

	FY 2015	FY 2016	FY 2017
Contribution Rate	7.50%	7.50%	7.50%

Account 515200   FICA:
FICA expense is calculated based on the following schedule. The Medicare surcharge rate applies only to the amount of an individual's salary in excess of the FICA maximum wage. The maximum wage listed is an estimate and the actual amount will be determined by the federal government.

	FY 2015	FY 2016	FY 2017
FICA Maximum Wage	$ 123,000	$ 128,400	$ 134.400
Maximum Rate	7.65%	7.65%	7.65%
Medicare Surcharge on Wage above Maximum	1.45%	1.45%	1.45%

Account 515400   Life Insurance:
Life insurance is contracted and should be computed by multiplying the rate below by the number of permanent employees enrolled in the life insurance program.

	FY 2015	FY 2016	FY 2017
	$ 11.52	$ 11.52	$ 11.52

Account 515500   Health Insurance:
Health insurance should be computed based on current rates and plan selections. It is anticipated that health care costs will change in the next biennium. The Governor and the Legislature will determine appropriation levels that will take into consideration health insurance plan changes and cost estimates for FY 2015-16 and FY 2016-17.

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Account 516300   **Employee Assistance Program:**

The Employee Assistance Program is an optional program. State agencies, boards and commissions pay an annual fee per employee to participate in the program. The fee per employee is:

	FY 2015	FY 2016	FY 2017
	$ 12.00	$ 12.00	$ 12.00

Account 516400   **Unemployment Compensation:**

Calculate Unemployment Compensation based on past expenditures and anticipated expenditures only.

Account 516500   **Workers' Compensation Assessment:**

The workers' compensation assessment for FY 2014-15, FY 2015-16, and FY 2016-17 is outlined in the following table. Please direct your questions to the Division of Risk Management at (402) 471-2551.

Agency	Agency Name	FY 2015	FY 2016	FY 2017
003	Legislative Council	120,543	122,051	122,051
005	Supreme Court	432,990	446,710	446,710
007	Governor/PRO	11,244	11,732	11,732
008	Lieutenant Governor	892	862	862
009	Secretary of State	16,429	16,546	16,546
010	Auditor of Public Accounts	25,944	26,650	26,650
011	Attorney General	56,007	59,790	59,790
012	State Treasurer	19,991	20,561	20,561
013	Dept. of Education	255,355	242,939	242,939
014	Public Service Comm.	25,686	28,041	28,041
015	Board of Parole	5,685	5,790	5,790
016	Dept. of Revenue	195,027	187,561	187,561
017	Dept. of Aeronautics	13,591	12,974	12,974
018	Dept. of Agriculture	82,850	79,253	79,253
019	Dept. of Banking	37,960	38,504	38,504
021	State Fire Marshal	37,293	36,171	36,171
022	Dept. of Insurance	58,855	59,163	59,163
023	Dept. of Labor	162,700	157,591	157,591
024	Dept. of Motor Vehicles	85,258	86,152	86,152
025	Dept. of Health & Human Services	4,228,136	4,246,687	4,246,687
027	Dept. of Roads	1,889,646	1,878,666	1,878,666
028	Dept. of Veterans' Affairs	6,512	8,339	8,339
029	Dept. of Natural Resources	61,788	58,130	58,130
030	Nebraska Electrical Board	11,072	10,841	10,841
031	Military Department	74,879	76,569	76,569
032	Bd. of Educational Lands & Funds	16,324	17,477	17,477
033	Game & Parks Commission	427,221	429,623	429,623
034	Nebraska Library Commission	20,102	20,256	20,256
035	Liquor Control Commission	5,155	5,433	5,433
036	State Racing Commission	4,366	3,243	3,243
037	Workers' Compensation Court	30,835	30,789	30,789
039	Nebraska Brand Committee	32,410	28,830	28,830
040	Motor Vehicle Industry Licensing	3,900	4,277	4,277
041	Real Estate Commission	5,054	5,296	5,296
045	Board of Barber Examiners	1,168	1,125	1,125
046	Dept. of Correctional Services	1,555,519	1,613,139	1,613,139
047	Educational Telecommunications	42,659	41,397	41,397
048	Postsecondary Education	8,788	8,268	8,268
050-00	Nebraska State Colleges	8,899	9,582	9,582
050-01	Chadron State College	165,282	162,036	162,036

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Agency	Agency Name	FY 2015	FY 2016	FY 2017
050-03	Peru State College	110,499	114,230	114,230
050-04	Wayne State College	216,396	223,425	223,425
051	University of Nebraska	5,305,603	4,311,642	4,311,642
053	Real Property Appraiser Board	1,083	1,077	1,077
054	State Historical Society	38,550	33,835	33,835
056	Nebraska Wheat Board	1,132	1,280	1,280
057	Oil & Gas Conservation Comm.	4,196	5,003	5,003
058	Engineers & Architects	3,222	3,113	3,113
060	Nebraska Ethanol Board	2,630	2,602	2,602
063	Board of Public Accountancy	1,662	1,692	1,692
064	Nebraska State Patrol	633,758	684,735	684,735
065	Administrative Services	333,816	340,075	340,075
066	Board of Examiners-Abstractors	219	230	230
067	Equal Opportunity Commission	10,978	11,161	11,161
068	Commission on Latino-Americans	1,216	1,235	1,235
069	Nebraska Arts Council	4,790	4,934	4,934
070	Foster Care Review	10,393	10,073	10,073
071	State Energy Office	13,117	11,879	11,879
072	Dept. of Economic Development	30,771	31,885	31,885
074	Power Review Board	1,770	1,709	1,709
075	Nebraska Investment Council	6,731	8,517	8,517
076	Comm. on Indian Affairs	1,290	1,099	1,099
077	Comm. on Industrial Relations	4,169	3,807	3,807
078	Crime Commission	22,050	20,964	20,964
081	Comm. for Blind & Visually Impaired	22,626	23,708	23,708
082	Comm. for Deaf & Hard of Hearing	4,383	4,221	4,221
084	Dept. of Environmental Quality	112,671	111,423	111,423
085	Public Employees Retirement System	19,540	23,643	23,643
086	Dry Bean Commission	326	332	332
087	Accountability & Disclosure Comm.	7,686	5,210	5,210
088	Corn Development Marketing Board	3,676	4,032	4,032
091	Nebraska Tourism Commission	6,755	4,808	4,808
092	Grain Sorghum Board	486	534	534
093	Tax Equalization & Review Comm.	6,279	5,223	5,223
094	Commission on Public Advocacy	6,764	6,982	6,982
		17,195,248	16,319,362	16,319,362

Account 521100   Postage Expense:.
Listed below is the charge associated with AS Materiel's mail processes.

	FY 2015	FY 2016	FY 2017
Postage Surcharge	14.00%	14.00%	14.00%

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Account 521200   <u>**Communications Expense:**</u>

The type of service required determines the billing for communication services as shown below. Projected rates are:

Service Category	Service	Unit of	FY 2015	FY 2016	FY 2017
Data Communications	PUBLIC DSL	Each	Call for pricing		
	CRMTC MAINTENANCE	Circuit	Discontinued		
	CORE TRANSPORT MGT	Circuit	Discontinued		
	CORE TRANSPORT MGT	Circuit	Discontinued		
	WEMF WAN MTCE FEE	Circuit	Discontinued		
	CORE TRANSPORT MGT (non-public DSL)	Circuit	192.00	192.00	192.00
	MULTI CONTROL UNIT	Each	31.00	31.00	31.00
	TECHNOLOGY FEE	Device	13.00	13.00	13.00
	STATE NETWORK SENIOR	Hour	75.25	78.25	80.75
	ADVANCED NETWORK SUPPORT	Hour	79.25	82.25	84.25
	FIREWALL	Each	150.00	150.00	150.00
	NETWORK	Each	100.00	100.00	100.00
	FIREWALL -- SHARED	Each	75.00	75.00	75.00
	SITE TO SITE VPN	Each	150.00	150.00	150.00
	SITE TO SITE VPN -- SHARED	Each	37.50	37.50	37.50
Voice / Wireless Communications	LL - LOCAL BASIC	Each	Call for pricing		
	TOLL / RERATE BC 600	Each	0.06	0.06	0.06
	LL - TOLL - TOLL FREE	Each	0.06	0.06	0.06
	SMARTPHONE SET UP	Each	96	96	96
	NVNET SYSTEM	Each	16.9	16.9	16.9
	PBX VOICE MAILBOX	Each	4.53	4.53	4.53
	PBX - INSTALLATION &	Each	10	10	10
	LANGUAGE LINE - STANDARD	Minute	1.00	1.00	1.00
	LANGUAGE LINE - LEGAL/MEDICAL	Minute	1.20	1.20	1.20
	IVR - AGENT CHARGE	Each	140	140	140

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Account 521400 **Data Processing Expense:**

Listed in the following table is a detailed list of projected rates set by the Office of the CIO:

Service Category	Service	Unit of	FY2015	FY2016	FY2017
Application Development	CLARITY PROJECT MANAGEMENT	Monthly	12.00	12.00	12.00
	APPLICATIONS DEVELOPER	Hour	64.25	67.25	70.25
	APPL. DEVELOPER -- CO-LOCATED	Hour	56.50	59.25	62.00
	APPLICATIONS DEVELOPER/SR	Hour	75.25	78.25	80.75
	APPL. DEVELOPER/SR CO-LOCATED	Hour	67.25	70.25	72.75
	APPLICATIONS DEVELOPER/LEAD	Hour	87.25	90.25	92.25
	APPL. DEVELPER/LEAD CO-LOCATED	Hour	79.25	82.25	84.25
Application Hosting	WEB HOSTING HIT RATE FIRST 200K	Each	0.0035	0.0040	0.0040
	WEB HOSTING 200K-1000K HITS	Each	0.002	0.002	0.002
	WEB HOSTING 1000K - 4000K HITS	Each	0.0002	0.0002	0.0002
	WEB HOSTING OVER 4000K HITS	Each	0.0001	0.0001	0.0001
	KRONOS TIME ENTRY	User	0.87	0.87	0.87
	WEB APPLICATION HOSTING FEE	Each	180.00	195.00	195.00
	WEB APPLICATION - COMPLEXITY 2	Each		Discontinued	
	WEB APPLICATION - COMPLEXITY 3	Each		Discontinued	
	WEB APPLICATION - COMPLEXITY 4	Each		Discontinued	
	STATIC WEB HOSTING FEE	Each	20.00	20.00	20.00
	SQL DATABASE HOSTING	Each	25.00	25.00	25.00
	SQL SERVER DATABASE	Per GB	5.00	5.00	5.00
	STATE GAS SYSTEM	Per GAL	0.006	0.006	0.006
Email & Collaboration Services	EXCHANGE SERVICES	Account	13.90	13.90	13.90
	EXCH SRVCS - EDUCATION	Account	10.50	10.50	10.50
	EXCHANGE LICENSE FEE (1)	Account	2.10	2.10	2.10
(1) Applies only to agencies not participating in the Microsoft Enterprise Agreement.					
Enterprise Content Management	ECM USER FEE (0-500 USERS)	Each	36.00	36.00	36.00
	ECM USER FEE (501-1000 USERS)	Each	26.00	26.00	26.00
	ECM USER FEE (1001-1500)	Each	15.00	15.00	15.00
	ECM USER FEE (1501+ USERS)	Each	3.50	3.50	3.50
	ECM STORAGE PROD	PER GIG	0.24	0.24	0.24
	ECM ENTERPRISE DATA	PER GIG	0.32	0.32	0.32
Field Services	CLOSED CIRCUIT TV (CCTV)	Each	7.14	7.14	7.14
	DESIGN, ENGINEERING & MGT SVCS	Hour	85.50	87.25	88.50
	LABOR COSTS - FIELD SVCS	Hour	64.25	67.25	70.25
	NSOB VOICE/DATA OUTLET, SINGLE	Outlet	185.00	185.00	185.00
	NSOB VOICE/DATA OUTLET, DUAL	Outlet	278.00	278.00	278.00

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Account 521400   <u>**Data Processing Expense (continued)**</u>

Service Category	Service	Unit of	FY2015	FY2016	FY2017
Open Systems	INBOUND INTERNET FAX	Each	0.06	0.06	0.06
	OUTBOUND INTERNET FAX	Each	0.06	0.06	0.06
	OUTBOUND LONG DISTANCE FAX	Each	0.105	0.105	0.105
	ANTIVIRUS, MONTHLY	Each	1.25	1.25	1.25
	DATA PROTECTION BACKUP	Per GB	0.55	0.55	0.55
	ENTERPRISE DATA BACKUP	Per GB	0.32	0.32	0.32
	REMOTE CLIENT ACCESS	Each	13.00	13.00	13.00
	RACK HOSTING FEE - DEVICE	Per 'U'	50.00	50.00	50.00
	RACK HOSTING FEE - CABINET	Each	1,500.00	1,500.00	1,500.00
	SERVER SUPPORT - BASIC	Each	160.00	160.00	160.00
	SERVER SUPPORT - ENHANCED	Each	175.00	175.00	175.00
	VIRTUAL SERVER (2GB)	Each	70.00	70.00	70.00
	VIRTUAL MACHINE 4GB	Each		Discontinued	
	VIRTUAL MACHINE 8GB	Each		Discontinued	
	VM MEMORY SURCHARGE	Per 2GB	45.00	45.00	45.00
	DESKTOP LEASE PROGRAM	Each	73.75	73.75	73.75
	LAPTOP LEASE PROGRAM	Each	113.75	113.75	113.75
	DESKTOP LEASE PKG -	Each	83.75	83.75	83.75
	SAN HBA CONNECTION	Each	72.00	72.00	72.00
	SAN STORAGE	Each	0.20	0.20	0.20
	SERVER BACKUP	Each	15.00	15.00	15.00
	MANAGED DOMAIN	Each	5.75	5.75	5.75
	STATE VPN CONNECTION	Each	13.00	13.00	13.00
	SECURE FILE TRANSFER	Each	75.00	75.00	75.00
	OPEN SYSTEM SUPPORT	Hour	64.25	67.25	70.25
	OPEN SYSTEM SUPPORT - SENIOR	Hour	75.25	78.25	80.75
	OPEN SYSTEM SUPPORT - ADVANCED	Hour	87.25	90.25	92.25
Other Services	MASS NOTIFICATION MGT	Entity	60.00	60.00	60.00
	MASS NOTIFICATION, W/ TELEPHONY	User	0.09	0.09	0.09
	MASS NOTIFICATION W/O TELEPHONY	User	0.07	0.07	0.07
	ANALYTICS AND REPORTING	User	19.00	19.00	19.00
	DIGITAL SUBSCRIPTION	Each	1,700.00	1,700.00	1,700.00
	SYSTEMS PROG/SENIOR (MIDRANGE)	Hour	75.25	78.25	80.75
	SYSTEMS PROG/LEAD (MIDRANGE)	Hour	87.25	90.25	92.25

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Account 521400   **Data Processing Expense (continued)**

Service Category	Service	Unit of	FY2015	FY2016	FY2017
Enterprise Computing	MVS ENTERPRISE SERVER (2)	Sec-CPU	0.065	0.065	0.065
	MVS-DB2 CPU (2)	Sec-CPU	0.065	0.065	0.065
	MVS ENTERPRISE ZIIP (2)	Sec-CPU	0.035	0.035	0.035
	JOB SCHEDULE SUPPORT (2)	Job	1.25	1.25	1.25
	MVS-DISK STORAGE (2)	Cyl/MO	0.0175	0.0175	0.0175
	TAPE STORAGE (2)	Per GB	1.00	1.00	1.00
	OUTPUT MANGER SERVICE (2)	1000 LINES	0.05	0.05	0.05
	MVS-CICS (2)	Sec-CPU	0.145	0.145	0.145
	MVS-CICS TEST (2)	Sec-CPU	0.145	0.145	0.145
	SYSTEMS PROG/SENIOR	Hour	75.25	78.25	80.75
	SYSTEMS PROG/LEAD	Hour	87.25	90.25	92.25
	DATA BASE ADM/SENIOR	Hour	75.25	78.25	80.75
	DATA BASE ADM/LEAD	Hour	87.25	90.25	92.25

(2) These rates are subject to change if increases or decreases in usage substantially impact economies of scale.

Service Category	Service	Unit of	FY2015	FY2016	FY2017
Microsoft Enterprise Agreement Rates for FY 2017 are estimates.	MS OFFICE SA (EDUCATION)	Each	20.93	20.93	20.93
	WINDOWS ENT SA (EDUCATION)	Each	18.70	18.70	18.70
	MS OFFICE EA TRUE-UP	Each	237.82	271.50	271.50
	MS WINDOWS EA TRUE-UP	Each	49.68	83.52	83.52
	MS OFFICE SA	Each	95.16	95.16	105.00
	MS WINDOWS ENT SA	Each	41.60	41.69	46.00

Account 521500   **Publications and Printing:**

Print Shop & Copy Services: Most print jobs utilize more than one type of service. Please direct your questions to the Print Shop Manager at (402) 471-2826.

Cost Center	Service	FY 2015	FY 2016	FY 2017
401	Type Input/Design 1/2 hour	40.13	40.13	40.13
524	Computer to Plate (each)	12.95	12.95	12.95
525	CTP-Metal	50.12	50.12	50.12
601	Black Ink	7.43	7.43	7.43
602	Wash Up (each)	27.49	27.49	27.49
603	Plate Change (each)	5.64	5.64	5.64
611	Web Impression/M	1.96	1.96	1.96
621	Docutech Impression/C	2.27	2.27	2.27
625	Warrant Printing (per warrant)	0.050	0.050	0.050
626	Variable Printing/Copy (each)	0.031	0.031	0.031
631	Sheet Impression / M	4.41	4.41	4.41
660	Digital Color	0.16	0.16	0.16
701	Machine Staple / C	1.96	1.96	1.96
703	Padding / M	2.36	2.36	2.36
711	Collate # Sheet - each	7.48	7.48	7.48
712	Collate # Sets / C	3.02	3.02	3.02
721	Folding / M	6.87	6.87	6.87
722	Punching / M	2.91	2.91	2.91
731	Numbering / M	21.02	21.02	21.02
732	Perforating / Score / M	10.24	10.24	10.24
741	Trimming / M	1.70	1.70	1.70

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Cost Center	Service	FY 2015	FY 2016	FY 2017
751	Shrink Wrap - each	0.35	0.35	0.35
752	Inkjet Labeling / M	35.84	35.84	35.84
771	Insert/Smart Insert Pc/Env - each	8.73	8.73	8.73
772	Insert # Envelope / C	1.43	1.43	1.43
773	Smart Insert # Envelope / C	4.66	4.66	4.66
799	Finish Hourly - 1/2 hour	21.42	21.42	21.42
802	Special Purchase	35%	35%	35%
803	Paper Costs	35%	35%	35%
804	Plate Costs	35%	35%	35%
805	Special Order Supplies	35%	35%	35%
806	Colored Ink	35%	35%	35%
	NSOB Color Copies	0.07	0.07	0.07
	Binding	0.70	0.70	0.70
	CD Burns	2.00	2.00	2.00
	DVD Burns	4.00	4.00	4.00
	Laminating (all sizes)	0.66	0.66	0.66

Account 524600   **State Building Division Rates:**

The following table lists the square footage rental rates for various spaces administered by the State Building Division. The base rates reflect the operating costs of office and other special use space occupied in State owned facilities. The rates listed DO NOT include rates and costs for commercial leases administered by the State Building Division for office and special use space. Please direct your questions to the State Building Division at (402) 471-3191.

The depreciation rate component is an assessment established for building renewal projects under the Deferred Building Renewal Act and will be recorded to the 524900 object account. No federal funds should be used to pay for these assessments.

Building	FY 2015 *	FY 2016	FY 2017
501 Building – OCIO			
Base	16.45	18.93	19.57
Depreciation	3.96	4.19	4.19
Total	**20.41**	**23.12**	**23.76**
501 Building – Revenue			
Base	11.25	12.94	13.38
Depreciation	3.96	4.19	4.19
Total	**15.21**	**17.13**	**17.57**
501 Building – Print Shop			
Base	11.25	12.94	13.38
Depreciation	3.96	4.19	4.19
Total	**15.21**	**17.13**	**17.57**
1526 Building			
Base	8.75	10.13	10.00
Depreciation	1.97	2.14	2.14
Total	**10.72**	**12.27**	**12.14**
Beatrice State Development Center			
Base	4.43	3.92	4.06
Depreciation	1.86	1.72	1.72
Total	**6.29**	**5.64**	**5.78**
Bridges			
Base	11.03	11.03	11.04
Depreciation	1.92	1.92	1.92
Total	**12.95**	**12.95**	**12.96**

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Building	FY 2015 *	FY 2016	FY 2017
Executive Building			
Base	9.26	9.62	10.00
Depreciation	3.03	3.11	3.11
Total	**12.29**	**12.73**	**13.11**
Eastern Nebraska Veterans Home			
Base	4.95	5.11	5.34
Depreciation	2.70	2.76	2.76
Total	**7.65**	**7.87**	**8.10**
Geneva YRTC			
Base	4.57	4.64	4.82
Depreciation	1.99	2.08	2.08
Total	**6.56**	**6.72**	**6.90**
Grand Island Vets Home			
Base	5.87	6.06	6.36
Depreciation	3.45	3.58	3.58
Total	**9.32**	**9.64**	**9.94**
Grand Island Patrol Facility (Troop C)			
Base	8.26	12.25	12.56
Depreciation	1.35	1.45	1.45
Total	**9.61**	**13.70**	**14.01**
Hastings Regional Center			
Base	2.63	2.72	2.80
Depreciation	2.26	2.29	2.29
Total	**4.89**	**5.01**	**5.09**
Kearney Game and Parks Maint. Facility			
Base	2.85	4.42	4.55
Depreciation	0.69	0.74	0.74
Total	**3.54**	**5.16**	**5.29**
Kearney YRTC			
Base	3.24	3.80	3.96
Depreciation	1.48	1.57	1.57
Total	**4.72**	**5.37**	**5.53**
Kearney Patrol Facility			
Base	7.73	9.76	10.09
Depreciation	2.58	2.66	2.66
Total	**10.31**	**12.42**	**12.75**
Law Enforcement Training Center			
Base	6.51	6.95	7.20
Depreciation	3.42	3.62	3.62
Total	**9.93**	**10.57**	**10.82**
Lincoln Regional Center			
Base	3.75	4.14	4.30
Depreciation	1.98	1.67	1.67
Total	**5.73**	**5.81**	**5.97**
Lexington Patrol Facility (Troop D Satellite**)**			
Base	7.99	12.45	12.86
Depreciation	1.87	1.93	1.93
Total	**9.86**	**14.38**	**14.79**
Nebraska State Office Building			
Base	7.84	8.61	8.63
Depreciation	3.52	3.53	3.53
Total	**11.36**	**12.14**	**12.16**

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Building	FY 2015 *	FY 2016	FY 2017
Norfolk Veterans Home			
Base	3.99	4.55	4.74
Depreciation	2.35	2.50	2.50
Total	**6.34**	**7.05**	**7.24**
Norfolk Regional Center			
Base	3.57	2.75	2.85
Depreciation	1.85	2.12	2.12
Total	**5.42**	**4.87**	**4.97**
Norfolk Patrol Facility (Troop B)			
Base	9.37	12.24	12.67
Depreciation	1.39	1.54	1.54
Total	**10.76**	**13.78**	**14.21**
North Platte Craft State Office Building			
Base	16.94	18.20	18.78
Depreciation	2.93	2.97	2.97
Total	**19.87**	**21.17**	**21.75**
North Platte Patrol Facility (Troop D)			
Base	9.45	9.44	9.80
Depreciation	0.64	0.68	0.68
Total	**10.09**	**10.12**	**10.48**
Omaha Patrol Facility (Troop A)			
Base	9.13	10.29	10.63
Depreciation	1.43	1.52	1.52
Total	**10.56**	**11.81**	**12.15**
Omaha State Office Building			
Base	12.53	12.53	12.53
Depreciation	2.82	3.81	3.81
Total	**15.35**	**16.34**	**16.34**
Scotts Bluff Patrol Facility (Troop E)			
Base	7.94	7.48	7.71
Depreciation	1.63	1.72	1.72
Total	**9.57**	**9.20**	**9.43**
State Laboratory			
Base	22.06	20.66	21.51
Depreciation	3.29	2.78	2.78
Total	**25.35**	**23.44**	**24.29**
Surplus Property			
Base	8.00	7.99	8.24
Depreciation	2.13	1.49	1.49
Total	**10.13**	**9.48**	**9.73**
TSB Center			
Base	8.00	7.99	8.24
Depreciation	2.13	1.49	1.49
Total	**10.13**	**9.48**	**9.73**
TSB Center (Parking)			
Base	1.26	1.26	1.30
Depreciation	2.13	1.49	1.49
Total	**3.39**	**2.75**	**2.79**
TSB Gas Shack			
Base	7.05	7.99	8.24
Depreciation	2.64	3.04	3.04
Total	**9.69**	**11.03**	**11.28**

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Building	FY 2015 *	FY 2016	FY 2017
Western Nebraska Veterans Home			
Base	5.44	6.28	6.29
Depreciation	2.15	2.28	2.28
Total	**7.59**	**8.56**	**8.57**
Whitehall Campus			
Base	8.30	9.21	9.22
Depreciation	2.83	2.99	2.99
Total	**11.13**	**12.20**	**12.21**

* A review of total square feet for all facilities was completed in FY 2014. As result of this review, FY 2015 published rates from the 2013 – 2015 Biennial Budget Instructions have been revised for some facilities.
Please contact State Building Division at (402)-471-3191 for more information.

Account 524600   **Commercial Leases:**
State agencies, boards and commissions occupying commercial leased space managed through State Building Division are assessed an overhead cost of 2% (an increase from 1%) of the annual cost of the lease. This assessment will be reflected on the space allocation agreement and will become effective for all leases on July 1, 2015.

Some of the individual commercial leases have annual increases as part of the lease agreement. If you have any questions regarding commercial leased space, please direct your questions to the AS State Building Division at (402)-471-3191.

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Account 541100   **Accounting / EnterpriseOne Assessments:**

Assessments for FY 2015-16 and FY 2016-17 are based on requests for resources to support State Accounting, the EnterpriseOne system, and their functional areas.

Agency	Agency Name	FY 2015	FY 2016	FY 2017
003	Legislative Council	16,030	16,087	16,087
005	Supreme Court	66,076	69,951	69,951
007	Governor/PRO	1,381	1,350	1,350
008	Lieutenant Governor	195	193	193
009	Secretary of State	7,053	7,531	7,531
010	Auditor of Public Accounts	2,455	2,660	2,660
011	Attorney General	7,704	7,959	7,959
012	State Treasurer	30,314	31,551	31,551
013	Dept. of Education	367,470	335,504	335,504
014	Public Service Commission	17,551	16,775	16,775
015	Board of Parole	785	818	818
016	Dept. of Revenue	248,692	270,670	270,670
017	Dept. of Aeronautics	12,286	9,919	9,919
018	Dept. of Agriculture	23,257	23,993	23,993
019	Dept. of Banking	6,540	6,853	6,853
021	State Fire Marshal	6,419	6,191	6,191
022	Dept. of Insurance	9,844	10,415	10,415
023	Dept. of Labor	88,787	83,641	83,641
024	Dept. of Motor Vehicles	18,791	18,089	18,089
025	Dept. of Health & Human Services	1,333,186	1,352,901	1,352,901
027	Dept. of Roads	250,573	282,082	282,082
028	Dept. of Veterans' Affairs	2,220	2,154	2,154
029	Dept. of Natural Resources	10,230	10,530	10,530
030	Nebraska Electrical Board	1,853	1,887	1,887
031	Military Department	40,778	39,521	39,521
032	Bd. of Educational Lands & Funds	4,362	4,489	4,489
033	Game & Parks Commission	112,044	116,971	116,971
034	Nebraska Library Commission	3,896	4,904	4,904
035	Liquor Control Commission	1,801	1,898	1,898
036	State Racing Commission	713	571	571
037	Workers' Compensation Court	5,125	4,865	4,865
039	Nebraska Brand Committee	4,169	4,268	4,268
040	Motor Vehicle Industry Licensing	956	961	961
041	Real Estate Commission	1,733	1,734	1,734
045	Board of Barber Examiners	358	379	379
046	Dept. of Correctional Services	343,410	288,925	288,925
047	Educational Telecommunications	5,752	5,662	5,662
048	Postsecondary Education	4,314	4,113	4,113
050	Nebraska State Colleges	45,417	46,438	46,438
051	University of Nebraska	633,877	675,678	675,678
053	Real Property Appraiser Board	357	387	387
054	State Historical Society	9,937	9,847	9,847
056	Nebraska Wheat Board	559	569	569
057	Oil & Gas Conservation Comm.	835	948	948
058	Engineers & Architects	1,003	1,047	1,047
059	Board of Geologists	67	70	70
060	Nebraska Ethanol Board	441	454	454
061	Dairy Industry Development Board	266	265	265

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Agency	Agency Name	FY 2015	FY 2016	FY 2017
062	Board of Examiners-Land Surveyors	64	70	70
063	Board of Public Accountancy	607	575	575
064	Nebraska State Patrol	53,317	53,609	53,609
065	Administrative Services	230,735	217,209	217,209
066	Board of Examiners-Abstractors	123	103	103
067	Equal Opportunity Commission	1,913	1,991	1,991
068	Commission on Latino-Americans	276	273	273
069	Nebraska Arts Council	1,697	1,454	1,454
070	Foster Care Review	1,629	1,760	1,760
071	State Energy Office	12,143	8,222	8,222
072	Dept. of Economic Development	14,817	13,964	13,964
073	Board of Landscape Architects	41	47	47
074	Power Review Board	340	367	367
075	Nebraska Investment Council	954	1,027	1,027
076	Comm. on Indian Affairs	246	245	245
077	Comm. on Industrial Relations	315	312	312
078	Crime Commission	8,554	7,261	7,261
081	Comm. for Blind & Visually Impaired	5,951	7,070	7,070
082	Comm. for Deaf & Hard of Hearing	908	854	854
084	Dept. of Environmental Quality	65,668	60,057	60,057
085	Public Employees Retirement System	165,617	190,974	190,974
086	Dry Bean Commission	248	227	227
087	Accountability & Disclosure Comm.	501	676	676
088	Corn Development Marketing Board	1,576	1,734	1,734
091	Nebraska Tourism Commission	3,476	1,717	1,717
092	Grain Sorghum Board	383	348	348
093	Tax Equalization & Review Comm.	895	982	982
094	Commission on Public Advocacy	1,429	1,477	1,477
	Totals	4,326,284	4,359,273	4,359,273

Account 541200   **Purchasing Assessment: (NOTE: New account number to be used)**
The Purchasing Assessments for FY 2015-16 and FY 2016-17 are based on requests for resources to meet the demands relative to the purchasing of goods and processing of service contracts. Please direct your questions to the Materiel Division at (402) 471-2401.

Agency	Agency	FY 2015	FY 2016	FY 2017
003	Legislative Council	2,469	2,307	2,307
005	Supreme Court	22,405	24,554	24,554
007	Governor/PRO	260	268	268
008	Lieutenant Governor	17	17	17
009	Secretary of State	3,002	2,877	2,877
010	Auditor of Public Accounts	484	602	602
011	Attorney General	2,912	5,017	5,017
012	State Treasurer	2,476	2,177	2,177
013	Dept. of Education	22,751	26,476	26,476
014	Public Service Comm.	2,292	2,453	2,453
015	Board of Parole	109	123	123
016	Dept. of Revenue	5,839	8,661	8,661
017	Dept. of Aeronautics	1,049	915	915
018	Dept. of Agriculture	4,956	5,471	5,471
019	Dept. of Banking	1,035	1,334	1,334
021	State Fire Marshal	1,041	914	914
022	Dept. of Insurance	2,150	8,468	8,468
023	Dept. of Labor	9,442	10,731	10,731

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Agency	Agency	FY 2015	FY 2016	FY 2017
024	Dept. of Motor Vehicles	9,873	8,139	8,139
025	Dept. of Health & Human Services	196,673	191,839	191,839
027	Dept. of Roads	203,476	240,422	240,422
028	Dept. of Veterans' Affairs	361	210	210
029	Dept. of Natural Resources	2,575	3,433	3,433
030	Nebraska Electrical Board	222	197	197
031	Military Department	12,068	14,411	14,411
032	Bd. of Educational Lands and Funds	2,121	2,143	2,143
033	Game and Parks Commission	33,865	35,705	35,705
034	Nebraska Library Commission	530	767	767
035	Liquor Control Commission	169	187	187
036	State Racing Commission	189	115	115
037	Workers' Compensation Court	1,022	1,018	1,018
039	Nebraska Brand Committee	563	538	538
040	Motor Vehicle Industry Licensing	119	104	104
041	Real Estate Commission	361	322	322
045	Board of Barber Examiners	20	18	18
046	Dept. of Correctional Services	96,036	94,988	94,988
047	Educational Telecommunications	4,057	3,494	3,494
048	Postsecondary Education	204	224	224
053	Real Property Appraiser Board	36	104	104
054	State Historical Society	2,000	1,579	1,579
056	Nebraska Wheat Board	894	721	721
057	Oil and Gas Conservation Comm.	123	148	148
058	Engineers & Architects	164	138	138
059	Board of Geologists	24	15	15
060	Nebraska Ethanol Board	174	167	167
061	Dairy Industry Development Board	1,127	1,047	1,047
062	Board of Examiners-Land Surveyors	9	9	9
063	Board of Public Accountancy	88	99	99
064	Nebraska State Patrol	23,527	20,824	20,824
065	Administrative Services	87,950	107,268	107,268
066	Board of Examiners-Abstractors	10	11	11
067	Equal Opportunity Commission	259	242	242
068	Commission on Latino-Americans	44	31	31
069	Nebraska Arts Council	147	103	103
070	Foster Care Review	264	244	244
071	State Energy Office	1,334	1,341	1,341
072	Dept. of Economic Development	2,006	1,263	1,263
073	Board of Landscape Architects	16	18	18
074	Power Review Board	104	196	196
075	Nebraska Investment Council	1,334	977	977
076	Comm. on Indian Affairs	33	83	83
077	Comm. on Industrial Relations	51	38	38
078	Crime Commission	7,681	1,933	1,933
081	Comm. for Blind & Visually Impaired	779	814	814
082	Comm. for Deaf & Hard of Hearing	175	169	169
084	Dept. of Environmental Quality	14,291	19,841	19,841
085	Public Employees Retirement System	1,425	4,156	4,156
086	Dry Bean Commission	240	172	172
087	Accountability & Disclosure Comm.	74	78	78
088	Corn Development Marketing Board	3,006	3,357	3,357
091	Nebraska Tourism Commission	248	923	923
092	Grain Sorghum Board	58	50	50

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Agency	Agency	FY 2015	FY 2016	FY 2017
093	Tax Equalization & Review Comm.	140	106	106
094	Commission on Public Advocacy	196	189	189
	Totals	799,224	870,093	870,093

Account 556100 **Motor Vehicle Liability:**

The assessments reflect adjustments from an actuarial study which identified actual claims and loss history for each state agency, board and commission that owns vehicles. Please direct your questions to the Division of Risk Management at (402) 471-2551.

Agency	Agency	FY 2015	FY 2016	FY 2017
009	Secretary of State	291	290	290
013	Dept. of Education	1,453	1,449	1,449
014	Public Service Comm.	3,198	3,187	3,187
016	Dept. of Revenue	2,679	2,967	2,967
017	Dept. of Aeronautics	4,360	4,636	4,636
018	Dept. of Agriculture	21,768	18,262	18,262
021	State Fire Marshal	10,229	9,273	9,273
022	Dept. of Insurance	291	290	290
025	Dept. of Health & Human Services	71,209	65,820	65,820
027	Dept. of Roads	996,223	951,449	951,449
027	NOHS (prior DMV)	765	1,203	1,203
028	Dept. of Veterans' Affairs	291	290	290
029	Dept. of Natural Resources	928	981	981
031	Military Department	19,717	16,988	16,988
032	Bd. of Educational Lands & Funds	3,853	4,346	4,346
033	Game & Parks Commission	460,999	430,389	430,389
039	Nebraska Brand Committee	1,453	1,449	1,449
046	Dept. of Correctional Services	39,989	46,364	46,364
047	Educational Telecommunications	872	2,608	2,608
050-01	Chadron State College	14,020	18,124	18,124
050-03	Peru State College	9,903	13,347	13,347
050-04	Wayne State College	14,931	16,393	16,393
054	State Historical Society	1,744	2,028	2,028
057	Oil & Gas Conservation Comm.	1,163	1,159	1,159
064	Nebraska State Patrol	356,391	285,827	285,827
065-04	AS - Building	62,532	70,146	70,146
065-05	AS - Materiel	872	1,577	1,577
065-10	AS – TSB	510,513	442,181	442,181
065-12	AS - 309 Task Force	291	290	290
065-13	AS - Capitol Com	582	1,159	1,159
065-15	AS – OCIO	291	579	579
071	State Energy Office	872	1,449	1,449
078	Crime Commission	1,453	869	869
084	Dept. of Environmental Quality	291	290	290
	Totals	2,616,417	2,417,659	2,417,659

Physical Damage Coverage:

Physical damage coverage for a vehicle may be purchased at the stated rate for each $100 of acquisition valuation.

	FY 2015	FY 2016	FY 2017
Per $100 of replacement value	$ 1.860	$ 1.860	$ 1.860

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Account 556100   **Inland Marine Rates:**

The Risk Management Division procures insurance for both real and personal property. Agencies have the option to purchase insurance for their inventory/contents. Assessment based upon $100 of replacement value.

Inland marine insurance is coverage for State owned equipment when it is <u>off-site of state property and computer equipment</u>. An example of this is for laptop computers or other mobile equipment. Please direct your questions to the Risk Management Division at (402) 471-2551 to confirm the amount to be covered.

	FY 2015	**FY 2016**	**FY 2017**
Per $100 of replacement value	$ 0.053	$ 0.026	$ 0.026

State Building Insurance:

Each state agency, board and commission owning building(s) must have property insurance. The Department of Administrative Services will be responsible for the insurance on buildings owned by the State Building Division. The State Building Division maintains property values for all state owned properties. If you have questions regarding your property valuation, please direct your questions to the State Building Division at (402) 471-3191 or the Risk Management Division at (402) 471-2551. Assessment based upon $100 of replacement value.

	FY 2015	**FY 2016**	**FY 2017**
Per $100 of replacement value	$ 0.070	$ 0.070	$ 0.070

State Inventory/Contents Insurance:

Inventory/contents insurance coverage is for agency owned property on state property. Please direct your questions to the Risk Management Division at (402) 471-2551.

	FY 2015	**FY 2016**	**FY 2017**
Per $100 of replacement value	$ 0.043	$ 0.043	$ 0.043

State Blanket Bond:

The state blanket bond is insurance coverage against losses due to theft, employee dishonesty, or other actions resulting in a loss to the state. Each state agency, board and commission is assessed for this statutorily required coverage. The rates below are based on a per FTE basis.

FY 2015	**FY 2016**	**FY 2017**
$ 5.01	$ 4.66	$ 4.66

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Account 573100   **State Owned Transportation:**

Vehicle charges consist of two components; rental rates and mileage. The projected FY 2016 and FY 2017 rental rates for replacement vehicles purchased during the next biennium are based on the estimated purchase cost and estimated salvage value. Those rates are subject to change and will be set at the time of acquisition. Rates listed for Model Year 2012 and older vehicles are actual and will not change until time of replacement. These rental rates should be used to estimate your state-owned transportation costs for the upcoming biennium.

Changes in lease rates may be required in FY 2016 or FY 2017 due to fluctuations in vehicle prices. High mileage rates will apply to vehicles averaging over 2,000 miles per month. Please direct your questions to the Transportation Services Bureau at (402) 471-2897 for high mileage rates or specific projected replacement schedules.

Monthly Lease Rates:

Rate Code	Vehicle Type	Model Year	FY 2015 Rates	FY 2016 Projected Rates	FY 2017 Projected Rates
SCM	Sub Compact Sedan	2011 and older	171.00	171.00	171.00
	Sub Compact Sedan	2012	N/A	N/A	N/A
	Sub Compact Sedan	2013	197.00	197.00	197.00
	Sub Compact Sedan	2014	197.00**	197.00	197.00
	Sub Compact Sedan	2015	203.00**	203.00	203.00
	Sub Compact Sedan	2016	N/A	209.00	209.00
	Sub Compact Sedan	2017	N/A	N/A	216.00
CMP	Compact	2011 and older	179.00	179.00	179.00
	Compact	2012	203.00	203.00	203.00
	Compact	2013	197.00	197.00	197.00
	Compact	2014	203.00**	203.00	203.00
	Compact	2015	203.00**	203.00	203.00
	Compact	2016	N/A	209.00	209.00
	Compact	2017	N/A	N/A	216.00
ISD	Intermediate Sedan	2011 and older	188.00	188.00	188.00
	Intermediate Sedan	2012	N/A	N/A	N/A
	Intermediate Sedan	2013	N/A	N/A	N/A
	Intermediate Sedan	2014	216.00**	216.00	216.00
	Intermediate Sedan	2015	228.00**	228.00	228.00
	Intermediate Sedan	2016	N/A	234.00	234.00
	Intermediate Sedan	2017	N/A	N/A	241.00
MCA	Mini Van Cargo	2011 and older	201.00	201.00	201.00
	Mini Van Cargo	2012	253.00	253.00	253.00
	Mini Van Cargo	2013	247.00	247.00	247.00
	Mini Van Cargo	2014	241.00**	241.00	241.00
	Mini Van Cargo	2015	259.00**	259.00	259.00
	Mini Van Cargo	2016	N/A	266.00	266.00
	Mini Van Cargo	2017	N/A	N/A	272.00
MPA	Mini Van Passenger	2011 and older	223.00	223.00	223.00
	Mini Van Passenger	2012	247.00	247.00	247.00
	Mini Van Passenger	2013	259.00	259.00	259.00
	Mini Van Passenger	2014	259.00**	259.00	259.00
	Mini Van Passenger	2015	266.00**	266.00	266.00
	Mini Van Passenger	2016	N/A	272.00	272.00
	Mini Van Passenger	2017	N/A	N/A	278.00
1/2	1/2 Ton Pickup	2011 and older	224.00	224.00	224.00

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Rate Code	Vehicle Type	Model Year	FY 2015 Rates	FY 2016 Projected Rates	FY 2017 Projected Rates
T12	1/2 Ton Pickup w/Topper	2011 and older	226.00	226.00	226.00
	1/2 Ton Pickup*	2012	216.00	216.00	216.00
	1/2 Ton Pickup*	2013	228.00	228.00	228.00
	1/2 Ton Pickup*	2014	241.00**	241.00	241.00
	1/2 Ton Pickup*	2015	247.00**	247.00	247.00
	1/2 Ton Pickup*	2016	N/A	253.00	253.00
	1/2 Ton Pickup*	2017	N/A	N/A	259.00
	1/2 Ton 4X4 Pickup, Ex Cab	2013	284.00	284.00	284.00
T4C	1/2 Ton 4x4 Crew Cab w/Topper	2011 and older	274.00	274.00	274.00
	1/2 Ton 4x4 Pickup Crew Cab*	2012	291.00	291.00	291.00
	1/2 Ton 4x4 Pickup Crew Cab*	2013	309.00	309.00	309.00
	1/2 Ton 4x4 Pickup Crew Cab*	2014	353.00**	353.00	353.00
	1/2 Ton 4x4 Pickup Crew Cab*	2015	359.00**	359.00	359.00
	1/2 Ton 4x4 Pickup Crew Cab*	2016	N/A	366.00	366.00
	1/2 Ton 4x4 Pickup Crew Cab*	2017	N/A	N/A	378.00
44P	4x4 Pickup	2011 and older	272.00	272.00	272.00
T44	1/2 Ton 4x4 Pickup w/Topper	2011 and older	248.00	248.00	248.00
	1/2 Ton 4x4 Pickup*	2012	253.00	253.00	253.00
	1/2 Ton 4x4 Pickup*	2013	259.00	259.00	259.00
	1/2 Ton 4x4 Pickup*	2014	291.00**	291.00	291.00
	1/2 Ton 4x4 Pickup*	2015	297.00**	297.00	297.00
	1/2 Ton 4x4 Pickup*	2016	N/A	303.00	303.00
	1/2 Ton 4x4 Pickup*	2017	N/A	N/A	316.00
CE2	Compact Pickup	2011 and older	229.00	229.00	229.00
T4D	4x4 Compact Pickup, Crew Cab	2011 and older	287.00	287.00	287.00
	4x4 Compact Pickup, Crew Cab*	2012	253.00	253.00	253.00
3/4	3/4 Ton Pickup	2011 and older	274.00	274.00	274.00
C34	3/4 Ton Pickup w/Topper	2011 and older	247.00	247.00	247.00
T34	3/4 1500 2x4 w/Topper	2011 and older	354.00	354.00	354.00
	3/4 Ton Pickup*	2012	259.00	259.00	259.00
	3/4 Ton Pickup*	2013	N/A	N/A	N/A
	3/4 Ton Pickup*	2014	266.00**	266.00	266.00
	3/4 Ton Pickup*	2015	272.00**	272.00	272.00
	3/4 Ton Pickup*	2016	N/A	278.00	278.00
	3/4 Ton Pickup*	2017	N/A	N/A	284.00
	3/4 Ton 4x4 Pickup*	2012	284.00	284.00	284.00
	3/4 Ton 4x4 Pickup*	2013	284.00	284.00	284.00
	3/4 Ton 4x4 Pickup*	2014	284.00**	284.00	284.00
	3/4 Ton 4x4 Pickup*	2015	291.00**	291.00	291.00
	3/4 Ton 4x4 Pickup*	2016	N/A	303.00	303.00
	3/4 Ton 4x4 Pickup*	2017	N/A	N/A	309.00
	3/4 Ton 4X4 Pickup, Ex Cab	2012	303.00	303.00	303.00
	3/4 Ton 4X4 Pickup, Crew Cab	2012	353.00	353.00	353.00
CCP	Pickup Club Cab	2011 and older	287.00	287.00	287.00
TCP	Pickup Club Cab w/Topper	2011 and older	295.00	295.00	295.00

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Rate Code	Vehicle Type	Model Year	FY 2015 Rates	FY 2016 Projected Rates	FY 2017 Projected Rates
12P	12 Passenger Van	2011 and older	278.00	278.00	278.00
	12 Passenger Van	2012	284.00	284.00	284.00
	12 Passenger Van	2013	297.00	297.00	297.00
	12 Passenger Van	2014	303.00**	303.00	303.00
	12 Passenger Van	2015	303.00**	303.00	303.00
	12 Passenger Van	2016	N/A	316.00	316.00
	12 Passenger Van	2017	N/A	N/A	322.00
SU3	4x4 4-Passenger	2011 and older	274.00	274.00	274.00
	4x4 4-Passenger	2012	216.00	216.00	216.00
	4x4 4-Passenger	2013	228.00	228.00	228.00
	4x4 4-Passenger	2014	247.00**	247.00	247.00
	4x4 4-Passenger	2015	253.00**	253.00	253.00
	4x4 4-Passenger	2016	N/A	259.00	259.00
	4x4 4-Passenger	2017	N/A	N/A	266.00
SU5	4x4 5-Passenger	2011 and older	250.00	250.00	250.00
	4x4 5-Passenger	2012	266.00	266.00	266.00
	4x4 5-Passenger	2013	272.00	272.00	272.00
	4x4 5-Passenger	2014	278.00**	278.00	278.00
	4x4 5-Passenger	2015	284.00**	284.00	284.00
	4x4 5-Passenger	2016	N/A	291.00	291.00
	4x4 5-Passenger	2017	N/A	N/A	297.00
SU7	4x4 7-Passenger	2011 and older	313.00	313.00	313.00
	4x4 7-Passenger	2012	303.00	303.00	303.00
	4x4 7-Passenger	2013	347.00	347.00	347.00
	4x4 7-Passenger	2014	322.00**	322.00	322.00
	4x4 7-Passenger	2015	334.00**	334.00	334.00
	4x4 7-Passenger	2016	N/A	341.00	341.00
	4x4 7-Passenger	2017	N/A	N/A	353.00
SU8	4x2 9-Passenger	2011 and older	371.00	371.00	371.00
SU9	4x4 9-Passenger	2011 and older	392.00	392.00	392.00

* There is an additional $15.00 monthly charge if equipped with topper or lid.

** Projected rate for FY 2015.

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Mileage Rates:

Mileage rates represent the cost of operations, both direct and indirect. Changes in mileage rates may be required in FY 2016 or FY 2017 due to fluctuations in fuel prices. AS TSB will review the Mileage Rates on a quarterly basis and adjust them as needed.

Type	Vehicle Type	FY 2015 Rates *	FY 2016 Projected Rates	FY 2017 Projected Rates
SCM	Sub-Compact Sedan	0.29	0.29	0.29
CMP	Compact	0.30	0.30	0.30
ISD	Intermediate Sedan	0.31	0.31	0.31
ISW	Intermediate Wagon	0.32	0.32	0.32
MCA	MiniVan Passenger / Cargo	0.32	0.32	0.32
MPA	Mini Van Passenger	0.32	0.32	0.32
44M	AWD MiniVan	0.33	0.33	0.33
VAN	1 Ton Cargo Van	0.33	0.33	0.33
T12	1/2 Ton Pickup w/Topper	0.33	0.33	0.33
1/2	1/2 Ton Pickup	0.33	0.33	0.33
T44	4x4 Pickup w/Topper	0.34	0.34	0.34
44P	4x4 Pickup	0.34	0.34	0.34
C34	3/4 Ton Pickup w/Topper	0.36	0.36	0.36
3/4	3/4 Ton Pickup	0.36	0.36	0.36
T34	3/4 1500 2x4 w/Topper	0.36	0.36	0.36
CCP	Pickup Club Cab	0.36	0.36	0.36
TCP	Pickup Club Cab w/Topper	0.36	0.36	0.36
12P	12 Passenger Van	0.34	0.34	0.34
15P	15 Passenger Van	0.34	0.34	0.34
1TN	Pickup -1 Ton	0.36	0.36	0.36
SU3	4X4 4-Passenger	0.34	0.34	0.34
SU4	4X2 5-Passenger	0.35	0.35	0.35
SU5	4X4 5-Passenger	0.36	0.36	0.36
SU6	4X2 7-Passenger	0.35	0.35	0.35
SU7	4X4 7-Passenger	0.36	0.36	0.36
SU8	4X2 9-Passenger	0.35	0.35	0.35
SU9	4X4 9-Passenger	0.37	0.37	0.37
T4D	4X4 Compact Pickup Crew Cab w/Topper	0.33	0.33	0.33
T4C	1/2 Ton 4x4 Pickup Crew Cab w/Topper	0.34	0.34	0.34
CE2	Compact Pickup	0.32	0.32	0.32
443	4X4 Diesel 3/4 Ton	0.37	0.37	0.37

* Rates for FY 2015 are lower than what was published in the 2013 – 2015 Budget Instructions.

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Rental Half Day/Daily:

Rental rates represent vehicle replacement costs, accounting for depreciation and salvage value. The FY 2016 and FY 2017 projected rental half day and daily rates should be used to estimate your state owned transportation costs.

	Vehicle Type	FY 2015 Projected Rates		FY 2016 Projected Rates		FY 2017 Projected Rates	
		1/2 Day	Daily	1/2 Day	Daily	1/2 Day	Daily
CMP	Compact	8.00	13.00	7.50	12.50	7.50	12.50
ISD	Intermediate Sedan	8.50	14.00	8.00	13.00	8.50	14.00
IWA	Intermediate Wagon	7.50	12.00	7.50	12.00	7.50	12.00
MCA	Mini Van Cargo	9.50	16.00	9.00	14.50	9.50	16.00
MPA	Mini Van Passenger	9.50	15.50	9.50	16.00	10.00	16.00
SCM	Sub-Compact Sedan	7.50	12.00	7.50	12.00	7.50	12.50
T12	1/2 Ton Pickup w/Topper	8.50	14.50	9.00	14.50	9.00	15.00
T34	3/4 Ton Pickup w/Topper	10.00	16.00	10.00	16.00	10.00	16.50
1/2	1/2 Ton Pickup	8.50	14.50	9.00	14.50	9.00	15.00
T44	4x4 Pickup w/Topper	10.00	16.50	10.50	17.50	11.00	18.00
44P	4x4 Pickup	10.00	16.50	10.50	17.50	11.00	18.00
3/4	3/4 Ton Pickup	10.00	16.00	10.00	16.00	10.00	16.50
C34	3/4 Ton Pickup w/Topper	10.00	16.00	10.00	16.00	10.00	16.50
CCP	Pickup Club Cab	11.50	19.00	10.50	17.50	10.50	17.50
TCP	Pickup Club Cab w/Topper	11.50	19.00	10.50	17.50	10.50	17.50
12P	12 Passenger Van	11.00	18.00	11.00	18.50	11.00	18.50
SU3	4X4 4-Passenger	8.50	14.00	9.00	15.00	9.50	15.50
SU5	4X4 5-Passenger	9.50	15.50	10.50	17.00	10.50	17.50
SU7	4X4 7-Passenger	12.00	19.50	12.00	19.50	12.50	20.50
SU8	4X2 9-Passenger	15.50	25.50	13.50	22.50	13.50	22.50
SU9	4X4 9-Passenger	16.00	26.50	14.50	24.00	14.50	24.00
T4D	4X4 Compact Pickup Crew Cab w/Topper	10.00	16.50	10.50	17.50	10.50	17.50
T4C	1/2 Ton 4x4 Pickup Crew Cab w/Topper	11.00	18.00	13.00	21.50	13.00	22.00
CE2	Compact Pickup	9.00	15.00	8.50	14.00	8.50	14.00

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Aeronautics

The FY 2015-16 and FY 2016-17 projected rates for the Nebraska Department of Aeronautics state aircraft and pilot services. The actual rates for FY 2015-16 and FY 2016-17 have not been determined. Please direct your questions to the Nebraska Department of Aeronautics at (402) 471-2371.

Current AIRCRAFT Rate	**FY 2015 Published**	**FY 2016 Projected**	**FY 2017 Projected**
	3.58/mi	$ 3.88/mi	$ 3.95/mi
King Air C90GTx - 7 passenger seating – N84NE	($974/Hr)	($1,054/Hr)	($1,074/Hr)
Intermediate Stops – Each Stop	$ 25.00	$ 25.00	$ 25.00
	$ 3.75/mi	$ 3.84/mi	$ 3.92/mi
Piper Navajo - 5 passenger seating – N100NE	($638/Hr)	($654/Hr)	($667/Hr)
Intermediate Stops – Each Stop	$ 15.00	$ 15.00	$ 15.00

PILOT charges	**FY 2015 Published**	**FY 2016 Projected**	**FY 2017 Projected**
All Aircraft	$ 68.00/Hr	$ 68.00/Hr	$ 68.00/Hr

Pilot charges are assessed from one hour before departure time from Lincoln until the aircraft returns to Lincoln, unless remaining overnight elsewhere. If remaining overnight elsewhere, pilot charges terminate at the end of the normal duty day and resume at the beginning of the next duty day.

Open seats may be used on trips already scheduled, for a "hitchhiker" fee of $0.65/mile.

When the Nebraska Department of Aeronautics flies a rented aircraft in support of another State agency, an additional $10.00 is assessed to the user agency to cover liability insurance

Charges for Intermediate Stops will be made for any additional landings en route to an ultimate destination and/or on the return to Lincoln.

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NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM

Login and Password Help

Access to the Nebraska Budget Request and Reporting System (NBRRS) is managed through the Nebraska Directory Services (NDS) user authentication system. If you are a State employee or past NBRRS user, you already have a User ID assigned. However, you may not already know or may not remember your NDS User ID and password.

Please note that the NDS ID is different from an Enterprise One, formerly known as NIS, User ID.

Follow these steps if you do not already know your NDS User ID and password:
1. Contact the Office of the CIO Help Desk at CIO.Help@nebraska.gov or call (402) 471-4636. Indicate that you need to obtain your NDS ID and password. Include in your request your name, agency, phone number and email address.
2. You will receive an email back from the Office of the CIO that will have your ID and a one-time use, temporary password.
3. Log on to the NBRRS directly at http://nbrrs.nebraska.gov or by clicking the "System Login" link on the left side of the screen at http://www.budget.ne.gov/das_budget/bud/nbrrs.htm. Use your NDS User ID and the temporary password.
4. The first time you log in, you will receive a message that the temporary password has expired and prompted to change your password. Read carefully the directions given to make this change.
5. After you have completed the process to change your password, make sure to setup Password Hints.   Password Hints allows you to answer three security questions that can be used as an automated password reminder in event you forget your password in the future. However, the CIO Help Desk will continue to be available for password resets as well.

NOTE: If you currently use the MyNebraska Portal (http://my.ne.gov/) to access web applications, you can also access the NBRRS from the My Applications page.

To access the Nebraska Budget Request and Reporting System:
1. Log on to the NBRRS directly at http://nbrrs.nebraska.gov or by clicking the "System Login" link on the left side of the screen on the NBRRS portal at http://www.budget.ne.gov/das_budget/bud/nbrrs.htm. Use your NDS User ID and the password you have set for yourself
    *   If accessing from MyNebraska Portal (http://my.ne.gov/), click on "Nebraska Budget Request and Reporting System".
2. You are in and ready to go!

If you have any questions or encounter any problems, please contact Gary Bush (402-471-4161) or Lyn Heaton (402-471-4181) in the State Budget Division. We also encourage you to check out the NBRRS portal at http://www.budget.ne.gov/das_budget/bud/nbrrs.htm for information on training, step-by-step screen instructions, and more.

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Q U E S T I O N S

If you have questions regarding a certain section in this book, please contact the following person(s) at the telephone number or e-mail address listed:

Budget Request System Support

Gary Bush, Budget Management Analyst	471-4161	gary.bush@nebraska.gov
Lyn Heaton, Deputy Budget Administrator	471-4181	lyn.heaton@nebraska.gov

Operations & Government Aid Request / State Budget Division Staff

Gerry Oligmueller, State Budget Administrator	471-4171	gerry.oligmueller@nebraska.gov
Lyn Heaton, Deputy State Budget Administrator	471-4181	lyn.heaton@nebraska.gov
Elton Larson, Sr. Budget Management Analyst	471-4173	elton.larson@nebraska.gov
Joe Wilcox, Sr. Budget Management Analyst	471-4178	joe.wilcox@nebraska.gov
Gary Bush, Budget Management Analyst	471-4161	gary.bush@nebraska.gov
Matt Eash, Budget Management Analyst	471-4175	matthew.eash@nebraska.gov
Cindy Miserez, Budget Management Analyst	471-4174	cindy.miserez@nebraska.gov
Robin Kilgore, Budget Management Analyst	471-4180	robin.kilgore@nebraska.gov
James Van Bruggen, Budget Management Analyst	471-4179	james.vanbruggen@nebraska.gov

Capital Construction / Building Renewal

John Heacock, AS Building Division	471-0428	john.heacock@nebraska.gov
Dennis Summers, AS Building Division	471-8351	dennis.summers@nebraska.gov
Ron Rehtus, AS Task Force for Building Renewal	471-3047	ron.rehtus@nebraska.gov
To obtain a new Asset (Building) Tag#		
Dennis Summers, AS Building Division	471-8351	dennis.summers@nebraska.gov

Information Technology

Rick Becker, Office of the CIO	471-7984	rick.becker@nebraska.gov